

Southeast Arkansas College

2016-2017



Catalog &

Student Handbook

Southeast Arkansas College

2016-2017

Catalog and Student Handbook

Accreditation

Southeast Arkansas College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Southeast Arkansas College is also an AQIP participant. AQIP allows participating institutions to meet accreditation standards by developing and using processes, which lead to continuous improvement. www.ncahigherlearningcommission.org, (312) 263-0456

Institutional Memberships

Accrediting Commission for Education in Nursing
Accreditation Review Council on Education in Surgical Technology/ Surgical Assisting
Alliance for Community College Innovation
American Association of Community Colleges
American Association of Collegiate Registrars & Admissions Officers
American Technical Education Association
Arkansas Association of Student Financial Aid Administrators
Arkansas Community Colleges
Arkansas Association of Women in Two-Year Colleges
Arkansas Council on Student Services
Arkansas College and University Professional Association for Human Resources
Arkansas Distance Learning Association
Arkansas Higher Education Council
Arkansas State Board of Nursing
Arkansas State Chamber of Commerce
ARKLink Library Consortium, Inc.
Associated Industries of Arkansas
Association of Community College Trustees
College and University Personnel Association
Commission on Accreditation of Allied Health Education Programs
Commission on Accreditation for Respiratory Care
Committee on Accreditation of Educational Programs for the EMS Professions
Council for Opportunity in Education
Greater Pine Bluff Chamber of Commerce
Joint Review Committee on Education in Radiologic Technology
Online Learning Consortium
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
National Council of Instructional Administrators
National Association for the Education of Young Children
National Council for Occupational Education
National Council for Marketing and Public Relations
National Council on Student Development
National League for Nursing
National League for Nursing Accrediting Commission
National Organization for Associate Degree Nursing
Southwest Association of Student Financial Aid Administrators



FOR INFORMATION CONTACT:

Southeast Arkansas College
Office of Admission
1900 Hazel Street
Pine Bluff, AR 71603

Phone:	(870) 543-5900 <i>or</i> 1-888-SEARKTC Toll Free (1-888-732-7582)
FAX:	(870) 543-5956
E-mail:	main@seark.edu
Home Page:	www.seark.edu

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Disclaimer

The course offerings, regulations, and fees appearing in this catalog are announcements. They are not to be construed as representing contractual obligations of Southeast Arkansas College, which reserves the right to change its courses of instruction, fees, and its general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be offered every year. An official list of courses to be offered will be published before the beginning of each term.

IMPORTANT TELEPHONE NUMBERS

Information & Numbers Not Known	543-5900
Academic Records	543-5955
Admission	850-8605
Adult Education (SEARK campus)	850-4835
Adult Education (6th & Walnut campus)	534-0749
Advisement Center	850-3075
Assessment	543-5917
Bookstore	535-3140
Buildings and Grounds	850-4820
Business Manager	850-3113
Business Office	543-5953
Career Pathways	543-5969/543-5999
Career Services	543-5914
Cashier's Office	543-5953
Controller	543-5910
Counseling	850-3120
Disability Services	850-3120
Distance Learning	850-3118
Faculty/Instruction	543-5963
Financial Aid	543-5909
Food Court	850-4829
General Studies	543-5973
Information Technology	850-4900
Library	543-5936
Nursing and Allied Health	543-5917
Personnel	543-5959
President's Office	543-5907
Public Relations	543-5963
Registrar's Office	543-5958
Recruitment	850-4850
Advisement and Retention Center	850-3075
Security	557-4211
Student Accounts	543-5953
Student Advocate	850-3062
Student Affairs	850-2187
Student Support Services	850-8582
Technical Studies	543-5931
Computing Services Help Desk	850-4900
Tutoring Services	850-3062
Veteran Affairs	850-3120
Vice President/Academic Affairs	850-4822
Vice President/Fiscal Affairs	543-5996
Vice President/Student Affairs	850-2187
Vice President/Nursing & Allied Health	543-5917
Workforce Development Center	543-5947



PRESIDENT'S MESSAGE

Dear Student:

We welcome you to Southeast Arkansas College. We are very pleased that you are considering our college to meet your educational needs and to help achieve your goals. Whether you are beginning your education, completing your education, brushing up on your skills, or just taking a course for enjoyment, the education you receive prepares you for the challenges ahead.

The SEARK College motto "Changing Lives... One Student at a Time" is at the very roots of our college mission. Long before the college was built, it existed in the minds of the community as a means to serve the region. It was formed as an answer to a real need by providing education and services to the community in order to strengthen Southeast Arkansas.

Changing lives is a key component in our planning and daily operations. It's about seeing not just what is, but what can be to better serve students and our community. It inspires us to use innovative technology to provide students with real-time information free from physical constraints. Technology enables us to improve security on campus and provide a "safe harbor" where you can feel secure to explore the vast world of knowledge that you need in order to reach your desired destination. It creates innovative partnerships with area businesses and community leaders to accomplish a variety of goals.

Changing lives is at the center of our educational philosophy and is more than just a slogan. It is a challenge to all our students to examine, explore, and realize the incredible power of possibility and how it can change their lives. We are not simply an institution that provides knowledge; we also offer students a means to develop their vision of the future and the tools to make that vision a reality.

SEARK College shares a partnership with you in your aspiration for an education and plans for the future. We are here for you...let us know how we can best serve you. Your commitment to your education can turn your dreams into reality.

Welcome to Southeast Arkansas College!

Sincerely,

Dr. Stephen L. Hilterbran
President, Southeast Arkansas College



General Information

2016-2017

ACADEMIC CALENDAR

Registration Periods

SEARK College requires all students to see an advisor prior to registering for class each semester. Most students will see a faculty advisor familiar with their career choice. These advisors will review the student's progress in the previous semester and help the student select classes for the coming semester. New students will be assisted in the Advisement Center, located in the Student Services Building.

The College's registration system requires each student see an advisor before the system will allow you to register for a class. The advisor will remove the block on your registration after you have visited with the advisor and planned your classes for the upcoming semester. When your advisor removes the block, you can register for classes.

Students are expected to have payment arrangements in place prior to registering for classes. If financial arrangements are not in place, the class registrations may be deleted, and you will be dropped from your classes. Please consult the calendar below for the dates when we drop for non-payment. If you are dropped for non-payment, you may register again, but fewer classes may be available, because classes fill as the start of the semester approaches.

SEARK has partnered with NELNET's MyPaymentPlan, an online system which allows students to setup a payment plan for their classes. Using MyPaymentPlan, you can setup installment payments for your tuition and fees online from any Internet-connected computer, using only a web browser. Please note that if you add or delete classes, your payment plan may need to be adjusted to accommodate the changes. Students are responsible for contacting NELNET to make changes when they add or drop classes, or when they need to cancel their payment plan once financial aid is approved.

Remember: students who see their advisors early, register early, and pay early, are the most likely to get and keep their best and most convenient class schedule. With time, class seats fill up and fewer choices are available. Faculty advisors have their greatest availability during the semester when classes are in session, so schedule a time to see your advisor as soon as possible to avoid a delay in getting an appointment.

2016 Fall Semester — August 15 through December 6

Registration for Returning Students

Open Registration

Drop Date for Non-Payment

Faculty Return

Convocation - Faculty/Staff (Campus closed until 1:30 p.m.)

Adjunct Orientation

New Student Orientation

Drop Date for Non-Payment

Last Day to Apply for Admission

Classes Begin

8-Week Mini-Term 1 Classes Begin

Drop Date for Non-Payment

Last Day to Add a Class

Drop Date for Non-Payment

Last Day to Drop Classes with a 100% Refund

Withdrawal Period (Last Day to Drop and Received a Grade of "W")

Labor Day (Campus Closed)

Mid-Semester Exams

First 8-Week Term Classes End

Mid-Term Grades Posted on WebAdvisor

Application for Fall Graduation

Second 8-Week Term Classes Begin

Spring Registration for Returning Students

CAAP Exams

Open Registration

Thanksgiving Holiday (Campus Closed)

Final Exams

Last Day of Classes

Second 8-Week Term Classes End

Final Grades Due

Fall Graduation

Final Grades Posted on WebAdvisor

Holiday Break (Campus Closed)

Monday, April 4- Friday, April 8

Monday, April 11- Fri., August 12

Thursday, July 28

Monday, August 8

Monday, August 8

Tuesday, August 9

Thursday, August 11

Friday, August 12

Friday, August 12

Monday, August 15

Monday, August 15

Friday, August 19

Friday, August 19

Wednesday, August 24

Monday, August 29

Tuesday, August 30- Fri., Nov. 18

Monday, September 5

Monday, October 3 - Friday, Oct. 7

Friday, October 7

Monday, October 10

Monday, October 10

Monday, October 10

Monday, October 31- Fri., Nov. 4

Tuesday, November 1- Fri., Nov. 4

Monday, November 7- Fri., January 6

Wednesday, Nov. 23- Sun., Nov. 27

Wednesday, Nov. 30- Tues., Dec. 6

Tuesday, December 6

Tuesday, December 6

Wednesday, December 7

Friday, December 9

Monday, December 12

Wednesday, Dec. 21- Sun., Jan. 1

2017 Spring Semester — January 9 through May 9

Registration for Returning Students	Monday, October 31- Friday, Nov. 4
Open Registration	Monday, November 7 - Friday, January 6
Drop Date for Non-Payment	Friday, December 2
Campus Reopens After Holiday Break	Monday, January 2
Faculty Return	Monday, January 2
Adjunct Orientation	Monday, January 2
New Student Orientation	Thursday, January 5
Drop Date for Non-Payment	Friday, January 6
Last Day to Apply for Admission	Friday, January 6
Classes Begin	Monday, January 9
First 8-Week Term Classes Begin	Monday, January 9
Drop Date for Non-Payment	Friday, January 13
Last Day to Add a Class	Friday, January 13
Martin Luther King Day (Campus Closed)	Monday, January 16
Convocation - Faculty/Staff (Campus closed until 1:30 p.m.)	Friday, January 20
Drop Date for Non-Payment	Wednesday, January 18
Last Day to Drop Classes with a 100% Refund	Tuesday, January 24
Withdrawal Period (Last Day to Drop and Received a Grade of "W")	Wednesday, January 2- Fri., April 21
Mid-Semester Exams	Monday, February 27- Friday, March 3
Application for Spring Graduation	Thursday, March 2
First 8-Week Term Classes End	Friday, March 3
Mid-Term Grades Posted on WebAdvisor	Monday, March 6
Second 8-Week Term Classes Begin	Monday, March 6
Spring Break	Monday, March 20- Saturday, March 25
Open Registration for Summer	Monday, April 3- Tuesday, May 23
Fall Registration for Returning Students	Monday, April 3- Friday, April 7
Opening Registration for the Fall	Monday, April 10- Friday, August 18
CAAP Exams	Tuesday, April 11- Friday, April 14
Final Exams	Wednesday, May 3- Tuesday, May 9
Last Day of Classes	Tuesday, May 9
Second 8-Week Term Classes End	Tuesday, May 9
Final Grades Due	Wednesday, May 10
Spring Graduation	Friday, May 12
Final Grades Posted on WebAdvisor	Monday, May 15

2017 Summer Sessions — May 24 through July 25

Extended Summer Term (8 Weeks)
 Summer Term I (4 Weeks)
 Summer Term II (4 Weeks)

Open Registration	Monday, April 3- Tuesday, May 23
Drop Date for Non-Payment	Friday, May 5
	Thursday, May 18
Last Day to Apply for Admission - Summer Extended and Summer I	Tuesday, May 23
Classes Begin - Summer Extended	Wednesday, May 24
Classes Begin - Summer I	Wednesday, May 24
Last Day to Apply for Admission - Summer II	Friday, June 23
Classes Begin - Summer II	Monday, June 26
Last Day of Classes - Summer Extended and Summer II	Tuesday, July 25

Extended Summer Term (8 Weeks) — June 1 through July 25

Open Registration	Monday, April 3- Tuesday, May 23
Classes Begin - Summer Extended	Wednesday, May 24
Drop Date for Non-Payment	Thursday, May 25
Last Day to Add a Class	Friday, May 26
Memorial Day (Campus Closed)	Monday, May 29
Drop Date for Non-Payment	Wednesday, May 31
Last Day to Drop Classes with a 100% Refund	Wednesday, May 31
Withdrawal Period (Last Day to Drop and Received a Grade of "W")	Thursday, June 1- Tuesday, July 18
Independence Day (Campus Closed)	Tuesday, July 4
Final Exams - Summer Extended	Monday, July 24

Last Day of Classes - Summer Extended
Final Grades Due
Final Grades Posted on WebAdvisor

Tuesday, July 25
Wednesday, July 26
Monday, July 31

Summer Term I (4 Weeks) — May 24 through June 21

Open Registration
Drop Date for Non-Payment

Monday, April 3- Tuesday, May 23
Friday, May 5

Thursday, May 18
Thursday, May 25
Wednesday, May 31
Tuesday, May 23

Last Day to Apply for Admission - Summer I

Classes Begin - Summer I

Wednesday, May 24

Last Day to Add a Class

Friday, May 26

Memorial Day (Campus Closed)

Monday, May 29

Last Day to Drop Classes with a 100% Refund

Wednesday, May 31

Withdrawal Period (Last Day to Drop and Received a Grade of "W")

Thursday, June 1- Tuesday, July 18

Last Day of Classes - Summer I

Wednesday, June 21

Final Exams - Summer I

Wednesday, June 21

Final Grades Due - Summer I

Thursday, June 22

Summer Term II (4 Weeks) — June 26 through July 25

Open Registration
Drop Date for Non-Payment

Monday, April 3- Friday, June 23
Friday, May 5

Thursday, May 18

Last Day to Apply for Admission - Summer II

Friday, June 23

Classes Begin - Summer II

Monday, **June 26**

Independence Day (Campus Closed)

Tuesday, July 4

Last Day of Classes - Summer II

Tuesday, July 25

Final Exams - Summer II

Tuesday, July 25

Final Grades Due

Wednesday, July 26

Final Grades Posted on WebAdvisor

Monday, July 31

Southeast Arkansas College

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact:

Affirmative Action/Equal Opportunity Officer
c/o President's Office
Southeast Arkansas College
1900 Hazel Street
Pine Bluff, AR 71603
(870) 543-5900 or 1-888-732-7582 Toll Free

SEXUAL HARASSMENT

The College community is considered to be a place of work and study free of harassment, which includes sexual harassment and all forms of sexual intimidation and exploitation. The determination of sexual harassment will vary with the particular circumstances, but may be described generally as inappropriate or unwanted sexual behavior such as physical contact, verbal comments, or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to contact the Affirmative Action/Equal Opportunity Officer.

DRUG-FREE CAMPUS AND WORKPLACE

Southeast Arkansas College is committed to providing a drug-free campus/workplace and will assist authorities in enforcing all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of drugs and alcohol. Offenders will be expelled from college and be subject to prosecution.

STATEMENT OF COMPLIANCE

Southeast Arkansas College is in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

ACCREDITATIONS AND APPROVAL

Southeast Arkansas College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. In 2007 SEARK was accepted into the Higher Learning Commission's Academic Quality Improvement Program (AQIP). AQIP is a voluntary alternative process for maintaining accreditation through incorporating the principles and practices of continuous improvement. The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing; the Registered Nursing LPN/Paramedic Transition and Generic Option programs are accredited by the National League for Nursing Accrediting Commission (NLNAC); the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Emergency Medical Technology (EMT) Programs are approved by the Arkansas Office of Emergency Medical Services; the EMT Paramedic and the Surgical Technology Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); Phlebotomy Technical Program is in "serious applicant status" with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

PHILOSOPHY

Southeast Arkansas College believes the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth, dignity, and potential of each individual, our college is committed to serving the educational and cultural needs of its constituency. The dedication to quality fosters our commitment to excellence in our administrative leadership, faculty, staff, and programs.

MISSION STATEMENT

Southeast Arkansas College provides quality education and workforce development to meet the needs of our service area.

VISION STATEMENT

SEARK aspires to be the premier two-year college in Southeast Arkansas where students can change their lives.

In the next five years, SEARK College strives to be known and admired for:

- Commitment to excellence in teaching, learning and enhancing job skills
- Focus on putting students first through a student-centered faculty, staff and administration
- Outstanding students and a quality, technology-enhanced, educational experience
- Innovative business, educational and governmental partnerships to promote workforce development
- Contributions to economic, cultural, intellectual and changing environment of the region
- Accessible and hospitable learning environment for all
- Support of the college's human capital as well as buildings and grounds infrastructure growth
- Improvement of technology, maintenance of equipment and replacement of older buildings and offices
- Efforts to increase state and federal supported student funding for college and Foundation Scholarships

PURPOSES (Primary Goals)

The purposes and specific components associated with the College Mission Statement are:

1. To provide **accessible** quality education at a reasonable cost for the service area regardless of age, sex, race, color, religion, national origin, or handicap.
2. To provide college-level career courses and programs to prepare students for employment as skilled workers, technicians, and paraprofessionals.
3. To provide university transfer courses, degrees and programs for students who wish to transfer and pursue baccalaureate degrees.
4. To provide general education relevant to the socio-economic needs of students and the requirements for success in the educational major.
5. To provide developmental education and programs for students who do not meet requirements for credit courses.
6. To provide customized training for business, industry and government to assist in updating, upgrading and cross-training their employees.
7. To provide specialized pre-employment and job training to meet the new, expanding or replacement employment needs of service area employers.
8. To offer adult education for students who needing to improve their literacy, basic life skills and/or obtain their high school equivalency diploma (GED).
9. To offer continuing education to meet the lifelong learning needs and interests of the service area.
10. To offer community service courses, programs and activities to enhance the civic and cultural life of the service area.
11. To advance education and services through applied institutional and classroom research
12. To provide increased access to advanced higher education by making facilities of the college available for the teaching of upper division undergraduate and graduate university courses.
13. To certify the level of educational attainment and program competency achievement of graduates through the awarding of associate degrees, diplomas and certificates.
14. To serve as a valuable employment resource for area business, industry and government.
15. To serve as a valued community leader, partner and team member in workforce and economic development within the service area.
16. To serve as a non-partisan catalyst and convener on issues related to the civic, cultural and societal betterment of the communities within the service area.
17. To provide a public service by supporting educational, civic, and cultural activities within the community.
18. To provide student services, programs, and extracurricular activities that will enhance student's educational experience and success within the college.

19. To provide administrative and business services which enhance student's educational experience and success within the college.
20. To accomplish each of the above goals in the most efficient and economical manner compatible with quality offerings.

COLLEGE VALUES

The College respects the diversity of the student body and recognizes the individual worth, dignity, and potential of each student. At SEARK College, recognition of the importance and contributions of each faculty member, staff member, and student collectively creates a positive synergistic learning environment. Faculty, staff, and students have the opportunity to enhance their potential for purposeful, gratifying, and productive lives. The College affirms the following values and beliefs in a conscious effort to guide the environment of the college for the benefit of the students, employees, and the community.

- **Commitment to Students**

Our priority is to provide the finest instructional resources and support services to enhance the growth and development of students.

- **Excellence in Education**

We are committed to high standards in the college which are demonstrated through quality educational programs and student-centered support services.

- **Contribution to Community**

We offer a wide variety of academic, technical, and community service courses. We also recognize the importance of enhancing the economic vitality and quality of life for all citizens in our service area through involvements with community programs.

- **Quality Work Environment**

We recognize the importance of faculty and staff through open, honest communications, appropriate involvement in planning and decision making, encouragement of responsible and creative risk-taking, recognition and reward of exceptional performance, and the provision for professional development.

- **Institutional Accountability**

The College's evaluation process is systematic and ongoing with an emphasis on strategic long-range planning, assessment, and improvement programs for continuing institutional effectiveness, and evaluation of administrators, faculty, and staff.

PHILOSOPHY OF GENERAL EDUCATION

Students at Southeast Arkansas College will be prepared with the general and technical education needed for successful careers or for transfer to other institutions to pursue baccalaureate degrees. The College believes that general education is an essential component of all one- and two-year programs offered at Southeast Arkansas College. It strives to emphasize the integration of academic and technical education in the experiences provided to its students in order to make both general and technical education more relevant. Specifically, the College strives to instill in its students competence in:

- Oral, written, and interpersonal communication skills.
- Mathematical understanding and problem-solving skills.
- Understanding of individual differences in people and their interests.
- Critical thinking, independent learning, and lifelong learning skills.
- Effective group interaction.
- Team membership skills.
- Total quality management skills
- Work habits necessary for the real world of work.

HISTORY OF INSTITUTION

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.

As contained in Act 1244, "The purpose of this Act is to serve as legislative charter . . . for the establishment, organization and administration of a system of educational institutions throughout the state offering courses of instruction in technical, vocational and adult education programs, industry training and two-year college transfer programs. The system established under this Act shall provide educational

programs which are easily accessible by all segments of the population to benefit from training, retraining or upgrade training for employment and which is highly responsive to individuals needing to achieve basic, general and specialized education to meet the needs of the workplace."

The Act further states that "technical college means an institution of higher education established under this Act dedicated primarily to the educational needs of the service area offering a comprehensive program including, but without limitation, vocational, trade and technical specialty courses and programs, courses in general adult education and courses comparable in content and quality to freshman and sophomore courses which may carry transfer credit to a four-year institution in a chosen course of study."

The above act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education. The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

The predecessor of Southeast Arkansas College was Pines Vocational-Technical School, which began offering postsecondary vocational-technical programs as Arkansas Vocational-Technical School on September 21, 1959. With the enactment of Act 1244, on July 1, 1991, all land, buildings, equipment, and personnel associated with Pines Vocational-Technical School was transferred to Pines Technical College. In October of 1991, the Governor appointed the Charter members of the Pines Technical College Board of Trustees. The College's first president was appointed by the Board of Trustees effective December 1, 1992. In order to better reflect the College's service area, the College changed its name from Pines Technical College to Southeast Arkansas Technical College on July 1, 1996. The word "Technical" was removed from the College's name on July 8, 1998.

COLLEGE CAMPUS AND FACILITIES

Southeast Arkansas College is located more than 42 acres at 1900 Hazel Street in Pine Bluff, Arkansas. College facilities consist of fourteen (14) buildings totaling 214,164 square feet. The locations are subject to change with additional renovations.

Buildings and Grounds/Physical Plant contains the office of the Physical Plant Supervisor and staff and Shipping and Receiving.

Career Pathways and Workforce Development Center contains Career Pathways, Workforce Development Center, Adult Education and WAGE Program, classrooms, non-credit computer lab, and faculty/staff offices.

College Hall – contains the TRiO Offices and Office of Recruitment

College Hall - Commons contains the Jefferson Room, College Book Store- *Barnes & Noble*, Student Center, food services, and Security Office.

Computing Services is located adjacent to the Student Services and Business Services buildings and is accessible from 18th street. The facility houses the Computing Services Department. The Computing Services Help Desk is housed in the location and provides walk-up service for students and employees.

Early Childhood Development Center located at 2200 South Hazel contains a model child care facility, offices, and classrooms. The site will be used for hands-on training for early childhood development students.

Founders Hall-Nursing and Allied Health Center contains the office of the Vice President for Nursing and Allied Health/Assessment. This building houses the Nursing and Allied Health classrooms/labs, a state of the art five (5) unit Simulations laboratory, a 152 seat Lyceum (lecture hall), and faculty offices. This 24,204 sq. ft. building is located on the southwest corner of the campus.

Library & Center for E-Learning is located at the corner of Hazel Street and Rike Drive. The library includes individual and group study rooms, expanded shelf space for a growing collection, comfortable computer work stations for public access computers, 'hot' wired tables for personal laptops, wireless Internet access, and a Compressed Interactive Video installation in the Distance Learning Classroom. Lockers for short term use and recycling centers are located in the building's foyer. The Distance Learning Coordinator's office and training room is located in the library office suites. The College Tutoring Center is also located in this building.

McGeorge Hall contains the Dean of General Studies Office, classrooms, science and allied health labs, faculty offices, conference room, and a multipurpose seminar room.

Student Services Building/Business Services Building contains the, Student Advocate, Registrar, , Registration, Advisement and Retention Center, Counselors, Disability Services, Veteran Affairs, Financial Aid, Career Center, Intake Testing Center, conference room, and offices. Business Services is located to the north of Student Services through a connecting hallway. This building contains the office of the Controller, Business Manager, cashiers, payroll, personnel, accounts payable, and accounting.

Technology Center located at 18th and Hazel Street contains the Dean of Technical Studies, classrooms, and laboratories.

General Studies - North contains an open computer lab, classrooms, and faculty offices.

General Studies - South contains biology/chemistry labs, physics lab, classrooms, and faculty offices.

Welcome Center & Administration located at the main entrance of the College, contains Admissions and point of contact for all visitors. Two training rooms, College Board Room, Vice President's offices and the President's Office are also located in this building.

COLLEGE SERVICE AREA

The Arkansas Board of Higher Education has identified the following six counties in southeast Arkansas as the primary service area for Southeast Arkansas College: Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln. The population within this six-county region is approximately 157,869.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (AAS) Degree is a planned, integrated sequence of technical classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare students for a wide range of job opportunities in well-identified fields of technology.

ASSOCIATE OF APPLIED SCIENCE (AAS) TRANSFER DISCLAIMER

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer:

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree could be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degrees are not accepted in transfer toward a bachelor's degree. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.

ASSOCIATE OF ARTS DEGREE

The Associate of Arts (AA) Degree is a two-year program of study designed for students interested in transferring to a four-year college or university in pursuit of a bachelor's degree.

ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies (AGS) Degree program is designed to allow flexibility for students whose needs are not met by other degree programs. Individual courses may fulfill requirements for transfer toward baccalaureate degree, direct employment, or educational enrichment. Fifteen hours must meet general education requirements. The 45 remaining hours are selected from both academic transfer and technical career course offerings.

CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies (CGS) is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

TECHNICAL CERTIFICATE

The Technical Certificate (TC) is awarded to individuals who successfully complete a one-year planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Acceptable ACT or COMPASS scores may waive the English and math course requirements for some one-year technical certificate programs.

CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency (CP) is awarded to students who have demonstrated their mastery of

skills or knowledge with specified performance standards as defined by the College. The award is granted for programs of one semester or less.





Admissions

ADMISSIONS PROCEDURES

Southeast Arkansas College is interested in your success. Anyone who has the ability to benefit from classes offered and who has a 45 COMPASS Reading, 11 ACT Reading or equivalent **ACCUPLACER** score (TBD) is welcome to enroll at SEARK College. Please note that at the present time, Federal financial aid is not available for individuals without a high school diploma or GED.

ADMISSIONS PROCEDURES FOR DEGREE/CERTIFICATE STUDENTS

1. **Admissions Office** - Complete Official College Application for Admission found on the College website. Submit copy of Immunization Record if born on or after January 1, 1957, as mandated by ACT 141 of 1987 showing proof of immunity by having two doses of measles vaccine, one dose of rubella, and one dose of mumps vaccine to the College. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Registrar. Provide driver's license or state issued photo I.D. card.
2. **Visit the Registrar's Office**-Take required system photo. Students must provide a current photo ID such as a driver's license. The Registrar's Office is located in the Student Services Building, Room 145.
3. **Testing** – The COMPASS or **ACCUPLACER** placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The COMPASS or **ACCUPLACER** is available Monday – Friday from 8:00 am – 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. On-line orientation and tutorials to prepare for the COMPASS or **ACCUPLACER** test are available through the Tutoring and Testing link on the SEARK College home page.
Pay for COMPASS (fee \$10.00) or **ACCUPLACER** (fee TBD) test at cashier's window. Take receipt to the Registrar's Office for testing. In lieu of COMPASS or **ACCUPLACER** testing you may supply the College with a copy of your current ACT scores (after January 1, 1989). Testing is NOT required if you hold an associate or bachelor degree from a regionally accredited institution. In addition, mathematics testing is not required if the student has credit for College Algebra or equivalent; English testing is not required if the student has credit for English Composition I or equivalent.
4. **Advisement and Retention Center**- Prior to registering for classes, each student must see an advisor located in Room 160 in the Student Services Building. Students will be advised and registered for classes via WebAdvisor. If you are paying for the classes yourself, without financial aid, staff will assist in setting up a payment plan. Student email accounts will be activated at this time. Students receiving WIA/TAA/REHAB/VA will be assisted in this office.
5. **Return to Registrar's Office**- After registering for classes, pick up your Student ID and Parking Permit from the Registrar's Office. Student IDs must be worn while on campus. There is no charge for the first student id or parking permit, but there is a \$5.00 charge for each replacement or additional permits. Tickets will be issued if parking on campus without displaying the parking permit.
6. **Verify Financial Aid**- Students who are receiving any type of financial assistance (or who have applied for financial aid) need to go by the Financial Aid Office for verification. Financial Aid is located in Room 152, in the Student Services Building. Students not receiving financial aid should create a payment plan via WebAdvisor or pay in full at the Cashier. Adhere to payment deadlines to avoid being dropped from your classes.
7. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
8. **Office of Recruitment** - Attend the scheduled New Student Orientation.
9. **Attend all classes.**

You are considered admitted to Southeast Arkansas College when the above documents have been received in the Office of Student Affairs and financial obligations have been met. Nursing and Allied Health students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Students who are accepted for a specific program will be notified by the NAH Division.

IMMUNIZATION RECORD

Students **MUST** provide the College with:

1. Immunization records dated after the first birthday against (a) measles (two doses) and (b) rubella, (c) mumps (one dose) *or*
2. An authorized waiver (religious or health reasons only) signed by the appropriate official.

Immunization records can be obtained from (1) the student's family physician, (2) the student's public school records, or (3) the county health department. A hold will be placed on a student's record until the required documents are received.

CONDITIONAL ADMISSION

Act 1290 of 1997 (A.C.A. §6-60-208), amended by Act 520 of 1999, requires students graduating from high school May 1, 2002, and after, to have completed the Arkansas core curriculum. Completion of the core curriculum allows students unconditional admission to Arkansas public colleges and universities.

All students graduating after May 1, 2002, from Arkansas public high schools, out-of-state high schools, home schooling, private high schools, and GED programs shall be evaluated for the purpose of being granted conditional admission status.

Students who receive a GED or are graduates of home schooling or private high schools after May 1, 2002, must make a composite score of 19 on the American College Test (ACT) or the equivalent score on the COMPASS Reading Score of 83 or **ACCUPLACER** Reading (TBD) in order to be unconditionally admitted.

Southeast Arkansas College will implement the following policy concerning students who do not meet the requirements set forth by Act 1290 of 1997, amended by Act 520 of 1999:

These policies and procedures are effective January 1, 2013.

They apply to first-time entering college students.

Introduction

The Office of Admissions at SEARK College will be responsible for reviewing the high school transcript of in-state and out-of-state students, and for informing these students of their admission status prior to enrolling in courses.

A student admitted **unconditionally** is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

There is no minimum grade point average requirement for unconditional admission to public two-year colleges in Arkansas.

A student admitted **conditionally** is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

Conditional Admission Status

1. First-time entering degree seeking students who do not complete the Arkansas high school core curriculum will be admitted conditionally.
2. First-time entering degree seeking students who receive a GED *or* are graduates of home schooling *or* private high schools will be admitted conditionally if they do not make a composite score of 19 on the American College Test (ACT) or the equivalent score on the SAT, COMPASS, or ACCUPLACER.
3. First-time entering degree seeking out-of-state high school graduates will be admitted conditionally if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum have not been met.
4. Certificate of Proficiency, Technical Certificate, and non-degree seeking individuals without a either a high school diploma or GED.

Restriction for those with Conditional Admission Status

All prescribed developmental course work and 6 to 12 hours of core curriculum (according to degree) must be completed within the first (30) semesters hours.

Exemptions and Stipulations

- a) Students enrolling in Certificate of Proficiency programs, Technical Certificate programs, or non-credit courses and are enrolled part-time are **exempt** from admission requirements specified by Act 1290 of 1997, amended by Act 520 of 1999, and Act 1184 of 2011. (A part-time student is one taking less than 12 semester credit hours.)

- b) The requirements set forth by Act 1290 of 1997, amended by Act 520 of 1999, and Act 1184 of 2011 apply to all full-time and part-time award-seeking students and to students who must follow course placement guidelines.

Developmental courses must be completed within 30 hours. A minimum grade of 2.00 ("C") is required in all developmental courses before advancing to the next course level. Developmental courses do NOT count toward degree requirements EXCEPT in those technical certificate programs where such a course is defined as a requirement.

A.A. Degree Seeking Students Admitted Conditionally

A student seeking an Associate of Arts Degree who did not complete the Arkansas high school core curriculum will be admitted as a conditional student unless ACT Composite Score is at least 19, your COMPASS Reading Score is at least 83, or your **ACCUPLACER** Reading score is at least (TBD).. The student must complete 12 hours of core academic courses in addition to any necessary developmental courses within his/her first 30 semester credit hours at SEARK College with a minimum 2.0 cumulative grade point average.

Required SEARK College Core Academic Courses

ENGL 1313	English Composition I
ENGL 1323	English Composition II
SPEE 2393	Oral Communication for Public Address
HIST 2313	U.S. History to 1877 or
HIST 2323	U.S. History Since 1877

A.A.S. Degree Seeking Students Admitted Conditionally

A student seeking an Associate of Applied Science Degree who did not complete the Arkansas high school core curriculum will be admitted as a conditional student unless ACT Reading Score is at least 19, COMPASS Reading Score is at least 83, or **ACCUPLACER** Reading score is at least (TBD). The student must complete six (6) hours of core academic courses and six (6) hours of technical courses required for the A.A.S. Degree in addition to any necessary developmental courses within his/her first 30 semester credit hours at SEARK College with a minimum 2.0 cumulative grade point average.

Required SEARK College Core Academic Courses*

Institutional Core:

EDUC 1313	Strategies for College Success
and	
COMP 1123	Introduction to Computers

Appropriate Math Course

MATH 1333	College Algebra (determined by degree or certificate being pursued)
or	
MATH 1123	Business Mathematics
or	
MATH1013	Elementary Algebra

Appropriate English Course

ENGL 1313	English Composition I (determined by degree or certificate being pursued)
or	
ENGL 1013	Basic English

*The math and English course must be applicable to the student's A.A.S. Degree requirements published in the SEARK College Catalog.

Required SEARK College Technical Courses

The student's Faculty Advisor and/or the Division Chair will determine the program-specific technical course(s) to be completed according to the student's A.A.S. Degree program requirements published in the SEARK College Catalog.

Conditional Prep Admission Status

Beginning in January 2013, in accordance with Arkansas Code 6-60-208 and to meet AHECB policy on conditional admission ACT 1184 of 2011, first-time associate degree seeking students are subject to an ability-to-benefit test. These tests require a minimum COMPASS Reading score of 62 or **ACCUPLACER** Reading score of (TBD), or the student must be admitted as a Conditional-Prep student.

Conditional-prep students are required to:

1. Sign an enrollment agreement that outlines the requirements of satisfactory progress and continued enrollment, including an individualized degree plan signed by the student and the student's

academic advisor;

2. Enroll in our freshman seminar/orientation course, Strategies for College Success.
3. Participate in a comprehensive advising/early-alert system with a hold on registration; and
4. Complete any necessary remedial/developmental courses during the first 30 semester credit hours.

Enrollment Consequences for Conditional and Conditional-Prep Admitted Students

Students must successfully complete, with a **2.0 cumulative grade point average**, the required hours of core academic courses *and* technical courses as specified heretofore *plus* any required developmental courses **within the first 30 semester credit hours of enrollment**.

Minimum Standards

Evaluation will be made at the end of each semester to determine the student's progress for grade point average (GPA) requirements.

Evaluation will also be made at the end of each semester to determine the student's progress toward completing the required core academic courses in addition to any necessary developmental courses. Required developmental courses must be completed within the 30 semester hours of enrollment at SEARK College.

DEFINITION OF CONDITIONAL- PREP ADMISSION

Conditional - Prep Admission Status

1. A first-time entering student with a high school diploma (showing non-completion of the core curriculum) or with a GED who scores below 15 composite on the ACT or comparable exam will be reassessed. If the score is below a 62 on the COMPASS Reading Skills Test or below (TBD) on the **ACCUPLACER** Reading, they will be admitted as a conditional-prep student.
2. First-time entering students who receive a GED *or* are graduates of home schooling *or* private high schools will be admitted on Conditional - Prep Status if they do not make a Reading score of 19 on the American College Test (ACT) or the equivalent score on the SAT, or score of 62 or greater on the COMPASS test or score of (TBD) on the **ACCUPLACER** test.
3. First-time entering out-of-state high school graduates will be admitted on Conditional - Prep Status if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum and test scores above have not been met.

Restrictions for those with Conditional-Prep Admission Status

4. Student and Advisement Center counselor must sign an enrollment and degree plan form that outlines requirements of academic progress and expectations.
5. The College Strategies Success Course must be taken the first semester as part of the degree plan.
6. Student must agree to participate in comprehensive advising and an early alert plan.
7. Student will be limited to twelve (12) semester credit hours per semester and a maximum of six (6) semester credit hours during the eight (8) week summer term. At least half (6 hours) of the 12 credit hours must be taken in developmental (remedial) courses, if required.
8. All prescribed remedial/developmental course work must be completed within the first 30 hours of enrollment.
9. Student will meet with the Advisement Center and enrolled in courses to be taken. A "hold" will be placed on the final enrollment schedule of classes. Schedule changes must be approved through the Advisement Center each semester until completion of required classes.

Developmental courses must be completed within 30 hours. A minimum grade of 2.00 ("C") is required in all developmental courses before advancing to the next course level. Developmental courses do NOT count toward degree requirements EXCEPT in those technical certificate programs where such a course is defined as a requirement.

Enrollment Consequences for Conditionally Admitted Students

Students must successfully complete, with a **2.0 cumulative grade point average**, the required hours of core academic courses *and* technical courses as specified heretofore *plus* any required developmental courses **within the first 30 semester credit hours of enrollment**.

Evaluation will also be made at the end of each semester to determine the student's progress toward completing the required core academic courses in addition to any necessary developmental courses.

A conditionally admitted student will be placed on Academic Probation without regard to the grade point average if required developmental courses are *not* completed within the first 30 semester credit hours of enrollment.

Required SEARK College Core Academic Courses*

Appropriate Math Course

MATH 1333 College Algebra (determined by degree or certificate being pursued)

or

MATH 1123 Business Mathematics

or

MATH 1013 Elementary Algebra

Appropriate English Course

ENGL 1313 English Composition I (determined by degree or certificate being pursued)

or

ENGL 1013 Basic English

*The math and English course must be applicable to the student's A.A.S. Degree or Technical Certificate program requirements published in the SEARK College Catalog.

Required SEARK College Technical Courses

The student's Faculty Advisor and/or the Division Chair will determine the program-specific technical course(s) to be completed according to the student's A.A.S. Degree or Technical Certificate program requirements published in the SEARK College Catalog.

INTERNATIONAL STUDENT ADMISSION

Office of Recruitment - An applicant from a foreign country must meet all requirements for general admission to SEARK College in addition to those required by federal law. No action will be taken regarding admission until all official credentials have been received. All material submitted for admission must be the original or a certified copy of the original document and must be translated into the English language.

Admission requirements for foreign students:

1. Submit all required documentation to the Admissions Office by June 1 for the Fall semester, November 1 for the Spring semester, and March 1 for the Summer Terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable \$100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.
4. Submit ACT scores.
5. Submit proof of immunization against measles and rubella.
6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.
7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
8. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
9. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

International students transferring to Southeast Arkansas College from a college or university in the United States must be in good academic standing and provide proof that Immigration and Naturalization Service's transfer requirements have been met.

ADDITIONAL ADMISSION REQUIREMENTS

Additional Admission Requirements exist for the Nursing and Allied Health Technologies Programs. Students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. Students who are accepted for a specific program will be notified by the NAH Division. See individual NAH program descriptions for specific requirements.

ARKANSAS ASSESSMENT OF GENERAL EDUCATION

The CAAP (Collegiate Assessment of Academic Proficiency Test) has been chosen by the College to evaluate general education competencies of students seeking the Associate of Arts degree.

All SEARK College students enrolled in associate degree programs requiring the State Minimum Core of 35 hours are required to take Arkansas Assessment of General Education after accumulating 45 college-level credits (excluding developmental education credits) and no later than completing the college's official application for graduation. Failure to complete this testing requirement will interrupt graduation plans or enrollment at institutions to which students are transferring. Check with the Student Affairs office for the next available CAAP testing period when 45 or more hours of credit have been earned.

TRANSFER STUDENTS

Act 182 of 2009 created the Arkansas Transfer System to provide for the seamless transfer of academic credits required for the Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees. Associate degrees approved for full-transfer under Act 182 are listed on the Arkansas Department of Higher Education website (www.adhe.edu).

Transfer students making application for admission to Southeast Arkansas College must submit an official transcript from all colleges/universities where they have been officially registered. Students who have successfully completed English Composition I and College Algebra or have proof that they have satisfactorily completed remediation may be admitted without ACT, SAT, COMPASS, or **ACCUPLACER** scores. Meeting these requirements will enable them to enroll in college level English and math courses. Satisfactory remediation is defined as a "C" or higher in Developmental Reading, Fundamentals of Writing, Intermediate Algebra or equivalent courses.

Students must request a transcript evaluation in the Admissions Office to determine the credits that may be transferred.

In the event that receipt of a student's transcript is unavoidably delayed, a transfer student may be admitted provisionally pending receipt of the official transcript. By presenting an unofficial transcript or grade report(s) from the transfer college, Transfer students must be eligible to re-enter their previous college or university. SEARK College reserves the right to require the transfer student's immediate withdrawal (with loss of tuition and fees) if the student's previous record does not meet admission requirements. Transfer students who are seeking a degree or certificate from SEARK College need to request an evaluation of their transfer credits. A form is available in the Admissions Office for this purpose. Only grades of "C" or better from institutions of higher education which are accredited or candidates for accreditation by a regional accrediting association will transfer as "credit".

TRANSIENT (TEMPORARY) STUDENT

A student enrolled at another college or university may enroll as a "transient (temporary) student." Generally, such enrollment will apply only to summer terms. No transcript is required for admission; however, an Application for Admission should be completed and submitted along with a "Statement of

Good Standing" from the "home" institution. These documents should be sent to the Admissions Office. **It is the student's responsibilities to complete a Transcript Request form at the end of the summer term(s) so that credits can be sent to his/her "home" college or university.**

Students should also secure permission from the "home" institution prior to enrolling at SEARK College to ensure that the earned credit from Southeast Arkansas College will be accepted.

EXCEPTION: Students who do not provide the Statement of Good Standing must submit official ACT, SAT, COMPASS, or **ACCUPLACER** scores and a transcript of college work. Students who wish to take an English, math, or reading course must submit ACT, SAT, COMPASS, or **ACCUPLACER** scores for placement purposes.

Transient students wishing to continue at SEARK College following the Summer Term should follow the procedures for Admission of Transfer Students.

HIGH SCHOOL STUDENT ENROLLMENT

Office of Recruitment - Any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding developmental courses) as a part-time student subject to general institutional requirements. To qualify, each student must meet the following criteria:

- For English or mathematics courses, achieve an ACT, SAT, COMPASS, or **ACCUPLACER** score in the subject area of the course(s), at the level required by the State Assessment and Placement Law.

READMISSION

Students who have not attended Southeast Arkansas College for two or more semesters (exclusive of Summer Semester) must file an Application for Readmission with the Admissions Office prior to the beginning of the semester for which readmission is sought. Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at SEARK must submit an official transcript from each college or university attended to the Admissions Office before a readmission decision can be made. Readmission applications are also available in the Admissions Office located in the Welcome Center in the Administration Building.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment (if they have maintained continuous enrollment), or any subsequent catalog while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

ACADEMIC CLEMENCY

Academic Clemency allows students with poor academic records to erase all previous academic credit and start over. Academic Clemency has strict rules and regulations. Students wishing to apply for Academic Clemency should first discuss the program with the Vice President for Student Affairs Office. This process is not intended for students struggling to stay in school due to poor academic performance but rather for students who have achieved acceptable academic performance following a break in enrollment in higher education. Academic Clemency is primarily designed to assist students in earning a certificate or degree, which without clemency would be unlikely to complete a program of study. It cannot be used to assist students in achieving graduation honors. Students in the program are advised that some undergraduate, graduate, and professional schools compute undergraduate GPA based on all hours completed and do not recognize Academic Clemency.

Criteria:

1. At least two years must have elapsed from the end of the semester in which the student was last enrolled for credit
2. Academic Clemency is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Those demonstrating sufficient maturity and aptitude are chosen for Academic Clemency.
3. An interested student must submit a letter requesting Academic Clemency to the Vice President for Student Affairs Office. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
4. The Vice President for Student Affairs Office evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for academic amnesty does not guarantee a student's approval for entry into the program and does not apply to Financial Aid requirements.
5. Academic credit earned prior to declaring Academic Clemency is included as part of a degree program. However, the previous record remains part of the student's overall academic record.

Conditions and requirements:

- a) Academic Clemency may be granted only once.
- b) Course work to be excluded must be contiguous and at least two years old.
- c) Students must not have been enrolled in higher education for at least two years.
- d) Students must have completed at least 15 semester hours applicable to their GPA with a 2.00 or higher.
- e) Selected courses within a semester may not be excluded.
- f) Students must submit a written request to the Vice President for Student Affairs.

If granted, Academic Clemency will apply to all coursework within a semester or a contiguous block of semesters. All grades and credits successfully completed during the semester(s) for which clemency is requested will be forfeited. All grades and courses will remain on the student's transcript; however, the grades will not be calculated in the student's overall grade point average. The student's transcript will carry the permanent notation, "Academic Clemency granted for _____ semester(s)."

This policy does not apply to eligibility for financial aid and may not be accepted by other colleges and universities for students who transfer. For further information on the financial aid implications, contact the Financial Aid Office.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

Students may be granted college credit for previous training in their technical program area if approved by the instructor in their program area, the Dean of Technical Studies & Workforce Development, and the Vice President for Academic Affairs. Validated nontraditional education experiences (i.e., work experience, industry training) may be recognized by Southeast Arkansas College if a student enrolls in Portfolio Development and Experience Evaluation (TECH 2011). Military training experience is evaluated for equivalent college credit through the use of a nationally standardized system. Credit is awarded for technical courses only and can be used to fulfill requirements toward an Associate of Applied Science degree, Technical Certificate or Certificate of Proficiency. The SEARK College transcript will record an "S" for credit earned in this manner and is NOT considered transferable. Up to 15 credit hours may be awarded if the portfolio meets the same level of learning that would have occurred had the student taken the same courses at Southeast Arkansas College. Credit is awarded upon approval of the Vice President for Academic Affairs. Credit will be applied to the student's transcript once they have earned fifteen semester credit hours through traditional classes.

CREDIT BY ARTICULATION

Southeast Arkansas College has articulation agreements in place with area high schools and vocational centers which allow a student to enroll and complete high school technical career education courses that qualify for college credit at Southeast Arkansas College. Articulation is the process of awarding college credit to high school students for the mastery of competencies in a high school technical career education course that is equivalent to a college course. College credit will be awarded to the student after the student completes high school, enrolls at Southeast Arkansas College, and earns a minimum of 12 student semester credit hours.

Following high school graduation, those students who wish to continue their education at SEARK College and be eligible for the articulated credit must request that a transcript and a skills profile folder from the high school or vocational center be sent to the SEARK College Admissions Office. The skills profile will document the measurement of each competency utilizing the assessment instrument developed by the combined resources of the high school and SEARK College. It is the student's responsibility to request the SEARK College Admissions Office to process the high school articulated hours upon completion of the required 12 student semester credit hours on the SEARK College campus. This process will be facilitated by the Dean of Technical Studies & Workforce Development and the appropriate SEARK College faculty.

CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination program (CLEP) consists of general examinations and subject examinations. There are five general examinations—English Composition with Essay, Humanities, Mathematics, Natural Sciences, and Social Sciences/History. If a student achieves a test score within a range of 20-80 on the CLEP in mathematics, English, natural sciences and/or social sciences/history, SEARK College will grant six (6) hours of credit in each of these general areas: English, natural science and social science/history; and three hours credit in mathematics.

CREDIT POLICY FOR ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit upon entering college. Southeast Arkansas College agrees to award credit for performance on the Advanced Placement of the College Entrance Examination Board using the following guidelines:

1. Award institutional credit and document the credit on the student's SEARK College transcript for AP scores of 4 and 5 if the corresponding courses are offered by SEARK College. Scores of 3 are valid for AP credit on selected courses. (See No. 4 below.)
2. If a student has received credit from a college or university for a score of 4 or 5 and transfers to Southeast Arkansas College, SEARK College will accept the credit for that course or courses in the same matter in which course credit was accepted for other courses transferred from an accredited institution of higher education and consistent with SEARK College's AP Policy. AP exam scores on the basis of which credit, placement, or exemption is given (including scores lower than 4 or 5) must either be entered on the academic record or must accompany the transcript when a student asks that a transcript of the record be sent to another institution for transfer.
3. Transfer of credit, placement, or exemption for scores lower than 4 will be left to the discretion of the receiving institution.

4. Southeast Arkansas College will accept for credit the following AP exams if the College's minimum required scores are met. The SEARK College equivalent course for which credit will be awarded is listed below.

AP Exam	Required	SEARK College Course Equivalent	
American Government /Politics	3	POLI 2313	American Government
American History	3	HIST 2313 HIST 2323	U.S. History to 1877 or U.S. History Since 1877
Art History	3	ART 2343	Art History & Appreciation
Biology	4	BIOL 1464	Principles of Biology
Chemistry	4	CHEM 1434 CHEM 1444	General Chemistry I and General Chemistry II
Computer Science	4	COMP 1123 INFO 1133	Intro to Computers and/ or Intro to Computer Programming
English Composition or	4	ENGL 1313	English Composition I
English Composition	5	ENGL 1313 ENGL 1323	English Composition I and English Composition II
English Literature	4	ENGL 2323	English Literature
Macroeconomics	3	ECON 2313	Principles of Economics I
Microeconomics	3	ECON 2323	Principles of Economics II
Music Listening & Literature	3	MUSIC 2333	Music History & Appreciation
Physics	4	PHYS 2414 PHYS 2424	General Physics I and General Physics II
Spanish Language	4	LANG 2414 LANG 2424	Elementary Spanish I and Elementary Spanish II
Statistics	3	MATH 2373	Intro to Statistics

Effective Fall 2000

CREDIT BY EXAMINATION

Students may make application to challenge some courses by taking an exam prior to the beginning of the semester or no later than the second-class meeting. Challenge exams will be for a pass/fail evaluation; no letter grade will be given for the course. "S" for Credit will be recorded on the Southeast Arkansas College Official Transcript. Challenge Examination requests should be made to the department responsible for the course. The cost of each is \$88.00 per credit hour (i.e., a 3-semester credit hour course cost is \$264.00. Please note that expenses related to the Challenge Exams may not be reimbursed by Federal or other financial aid. Contact the Financial Aid Office for a determination of eligibility.

RECORDING NON-RESIDENCE CREDIT

Credit awarded by Challenge Examination, CLEP, Portfolio, AP, etc., will be posted to the transcript only after the student has earned fifteen (15) hours in residence at SEARK College.

COLLEGE HOURS AND COURSE LOAD

A semester credit hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses it is necessary to spend more time for each semester hour of credit. EXAMPLE: For a three semester credit hour course, the student will attend class a minimum of three hours per week.

The normal class load for students at Southeast Arkansas College is defined as 16 credit hours with 18 hours as a maximum load for the average student during the Fall or Spring Semesters. Maximum course load during Summer 8-week Term is 9 semester credit hours. The maximum load for the 4-week Summer Terms is (6 hours per term). The Vice President for Academic Affairs or Dean must approve any deviation from these requirements.

NOTE: Based upon test results, students who are required to take the complete developmental studies program of nine semester credit hours (English, math, and reading) may not carry more than 12 semester credit hours without special approval of the Vice President for Academic Affairs or Dean. Upon full-time enrollment, students required by test score to take READ 1213 Developmental Reading must register in this course along with their other program courses. Students requiring the complete developmental studies program should also take EDUC 1313 Strategies for College Success if they take 12 semester credit hours. Approved technical specialty courses may be taken concurrently with developmental courses.

ALTERNATIVE COURSE DELIVERY

In addition to traditional instructor-led classes, SEARK College offers a variety of courses through alternative delivery systems. Internet, computer-based instruction, compressed video to and/or from off-campus locations, and independent study in specific technical courses. As other methods and technologies are developed, the College will endeavor to expand its access to alternative course delivery. Students interested in alternative course delivery should consult with their academic adviser. Prerequisites and additional fees may apply.

INDEPENDENT STUDY

Independent study will be utilized on a limited basis in non-academic technical courses and will require the availability of a qualified instructor and the consent of both the Dean of Technical Studies & Workforce Development and the Vice President for Academic Affairs.

CLASS STANDING

Students with fewer than 30 semester credit hours are classified as freshmen, and students with 30 through 59 semester credit hours are classified as sophomores.

MINIMUM CLASS SIZE AND CANCELLATION OF CLASSES

The College reserves the right to cancel a class when: (a) fewer than 12 students enroll, (b) a qualified instructor is not available, (c) necessary facilities, equipment or materials are not available, or (d) for reasons which would otherwise make the teaching and learning in the class inefficient or ineffective.

COMPASS TEST

The COMPASS test measures a potential college student's current skill level in reading, writing, and math and is used to determine proper class placement to ensure the student's academic success. SEARK College advisors utilize the COMPASS test to assist students in determining classes in which the student should enroll.

- The COMPASS Testing fee is \$10.00 and must be paid to the Business Office prior to taking the test. Receipts must be presented for entry to testing area.
- You may bring a calculator for the math assessment.
- Test is not timed; however, please allow at least 1 ½ hours for the assessment.
- Prepare for the COMPASS test by visiting the following web sites:
 - a) <http://www.seark.edu/academic-support/tutoring-and-testing-center>
 - b) <http://www.act.org/compass/student/index.html> (Overview)
 - c) Compass/Reading Test Sample.pdf (Reading)
 - d) Compass/Math Test Sample.pdf (Algebra)
 - e) Compass/Writing Test Sample.pdf (Writing)
- Call or email the Intake Testing Center located in the Student Services Building, Room 142 for additional information. 870-543-registrar@seark.edu5958 or testingcenter@seark.edu.

ACCUPLACER TEST

ACCUPLACER tests your knowledge in math, reading, and writing and is used to determine proper class placement to ensure the student's academic success. SEARK College advisors utilize the **ACCUPLACER** test to assist students in determining classes in which the student should enroll.

- The **ACCUPLACER** testing fee is (TBD) and must be paid to the Business Office prior to taking the test. Receipts along with photo identification must be presented for entry to testing area.
- Individual calculators are not allowed during testing. A calculator is provided when necessary within the math test.
- The test is not timed, however, please allow at least 2 hours for the entire assessment.
- Study materials are available at
- Call or email the Intake Testing Center located in the Student Services Building, Room 142 for additional information. 870-543-5958 or testingcenter@seark.edu.

BASIC SKILLS REQUIREMENTS FOR COLLEGES & UNIVERSITIES

Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing, and mathematics. Students who fail to achieve designated scores on the various components of the **COMPASS**, **ACCUPLACER**, **SAT**, or **ACT** test will be required to successfully complete developmental education courses. Developmental courses are not counted toward degree requirements or calculated in the grade point average.

Students whose test scores do not exempt them from basic studies are required to enroll in developmental course work each enrollment period until the above requirements have been met. Enrollment in and satisfactory completion of required developmental courses is a condition of admission to the college in accordance with state regulations.

First-time entering undergraduate students must meet the following placement standards prior to enrollment in mathematics or English composition courses:

Mathematics: Students scoring 19 or above on the mathematics section of the Enhanced ACT, 460 or above on the quantitative portion of the re-centered SAT, 41 or above on the COMPASS Algebra, or (TBD) or above on the **ACCUPLACER** math test may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course or courses, demonstrating achievement at least as sophisticated as intermediate algebra in order to be placed in college-level mathematics courses.

English Composition: Students scoring 19 or above on the English section of the Enhanced ACT, 40 or above on the Test for Standard Written English (TWSE), 450 or above on the writing portion of the SAT, 80 or above on the COMPASS Writing, or (TBD) or above on the **ACCUPLACER** test may enroll in college-level English courses. Students not meeting these standards must successfully complete a developmental course in English grammar and/or a writing fundamentals course before being enrolled in freshman English.

Reading: Students scoring 19 or above on the Reading Section of the Enhanced ACT, 470 or above on the verbal section of the re-centered SAT, 83 or above on the COMPASS Reading Skills, or (TBD) or above on the **ACCUPLACER** test will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental program in reading during their first semester in college and each subsequent semester (if necessary) until the course is successfully completed. Freshman English may be taken concurrent with or subsequent to any required developmental reading course. Appropriate tests for placement must be completed by students prior to entering a degree, diploma, or technical certificate program or prior to enrolling in a mathematics or English course.

NOTE: Beginning with the 2013 Spring Semester, all first-time entering students who are seeking a degree at SEARK College or any other State college or university may be admitted as "Conditional Prep" students under the following conditions: ACT Composite Score below 15; COMPASS Reading Score below 62; **ACCUPLACER** Reading Score below (TBD). Each Conditional Prep student will be entered in a **Student Success Plan** to ensure that the student has the Ability to Benefit in college.

DEVELOPMENTAL STUDIES PROGRAM DESCRIPTION

Developmental courses are offered for those students whose placement test scores indicate a need for additional college-preparatory coursework. Southeast Arkansas College requires a student to make a grade of C or better in all developmental courses before progressing to the next course level.

Developmental courses do NOT count toward degree requirements and are not calculated in the student's college grade point average EXCEPT in those technical certificate programs where such a course is defined as a requirement. SEARK College highly recommends EDUC 1313 Strategies for College Success, an institutional requirement, for students needing to establish full-time status (12 hours).

COURSE NO.	COURSE TITLE	LEC	LAB	SCH
ENGL 1013	Basic English	3	0	3
ENGL 1113	Fundamentals of Writing	3	0	3
MATH 1003	Fundamental of Math	3	0	3
MATH 1013	Elementary Algebra	3	0	3
MATH 1023	Immediate Algebra	3	0	3
READ 1213	Developmental Reading	3	0	3

This is not a developmental course; however, this course is highly recommended:

EDUC 1313	Strategies for College Success	3	0	3
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ALTERNATIVE DELIVERY METHODS FOR DEVELOPMENTAL ENGLISH, MATH, AND READING

SEARK College offers alternate delivery methods of Developmental English, math, and reading courses to give students the opportunity to take developmental courses based on concurrent enrollment (taking two courses): Developmental Education course and upper-level academic course in the same semester; modular; or fast-track. The courses included in these alternate methods of delivery include:

ENGL 1193 **ALP Fundamentals of Writing** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT English score of 15-18 or a COMPASS writing score of 46-79 or **ACCUPLACER** Sentence Skills score of (TBD) or ENGL 1013 Basic English with a grade of "C" or better; Co-requisites: ENGL 1393 ALP English Composition I and READ 1213 Developmental Reading, if required). This is an Accelerated Learning Program course to be taken in the same semester as ENGL 1393 ALP English Composition I. Its purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level.

ENGL 1393 **ALP English Composition I** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT English score of 15-18 or a COMPASS writing score of 46-79 or **ACCUPLACER** Sentence Skills score of (TBD) or ENGL 1013 Basic English with a grade of "C" or better; Co-requisites: ENGL 1193 ALP Fundamentals of Writing and READ 1213 Developmental Reading, if required). This is an Accelerated Learning Program course taken in the same semester as ENGL 1193 ALP Fundamentals of Writing. Principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking are covered. It enhances the student's writing skills to given them an opportunity to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level.

MATH 1003 **MOD Fundamentals of Mathematics** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 12-14, COMPASS Algebra score of 16-20, or **ACCUPLACER** math score of (TBD).) This modular course allows students to work in a computer lab setting to complete the requirements for Fundamentals of Mathematics. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Students are required to master Modules 1- 6 in this course with a grade of "C" or better before progressing to the next course. The industrious student may work Modules 7-10 to transition to MATH 1013 Elementary Algebra and complete Modules 11-14 to transition to MATH 1023 Intermediate Algebra. This course satisfies the prerequisite for MATH 1013 Elementary Algebra. This course is non-transferable.

MATH 1013 **FT Elem. Algebra/** **3 Cr. Ea., (3 Lec. Ea.)**
MATH 1023 **FT Intermediate Algebra**
(Prerequisite: Placement by an ACT math score of 15-16, COMPASS Algebra score of 21-30, or **ACCUPLACER** math score of (TBD) or MATH 1003 with a grade of "C" or better.) These courses are both 8-weeks in length and are taken during one 16-week semester. The coursework is intensified but allows students the opportunity to finish both of these developmental courses in one semester. A grade of "C" or better is required in both courses before progressing to the next course level.

MATH 1013 **MOD Elementary Algebra** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 15-16, COMPASS Algebra score of 21-30, or **ACCUPLACER** math score of (TBD) or MATH 1003 with a grade of "C" or better.) This 16-week modular course allows students to work in a computer lab setting to complete the requirements for Elementary Algebra. The industrious student may work additional modules and gain the ability to test out of Intermediate Algebra. A grade of "C" or better is required before progressing to the next course level.

READ 1213 **MOD Developmental Reading** **3 Cr., (3 Lec.)**
(Prerequisite: Placement of an ACT score *Below* 19, a COMPASS Reading score of 45-82, or **ACCUPLACER** reading score of (TBD)) This is a 16- week course that allows students to work in a computer lab setting to complete the requirements for Developmental Reading. The industrious student may work additional modules and gain the ability to test out of Developmental Reading. A grade of "C" or better is required.

READ 1393 **IRW Integrated Developmental Reading and Writing** **3 Cr., (3 Lec.)**
(Prerequisite: Placement of an ACT score *Below* 19, a COMPASS Reading score of 45-82 AND a COMPASS Writing score of 10-45, or an **ACCUPLACER** reading score of (TBD) and an **ACCUPLACER** Sentence skills score of (TBD)) This 16-week course integrates both reading and writing skills. The purpose is to allow developmental students the ability to enhance their reading, vocabulary, and writing

skills as they learn to write a well-developed essay based on the readings. A grade of “C” or better is required.

TUITION AND FEES

NOTE: All Tuition and Fees must be paid at the Cashier’s Window in the Business Services Building or setup a payment plan with Nelnet prior to attending class. Tuition and fees are subject to change without notice.

<u>Required Tuition and Fees for Credit Courses</u>	<u>Tuition Per Semester Credit Hour</u>
Fall and Spring Semester	\$ 88.00
Summer Session	\$ 88.00
Out-of-State Tuition	\$176.00

Southeast Arkansas College has been authorized to make determinations for in-state/out-of-state classification for its individual students at the time of initial enrollment. Students who reside outside the state of Arkansas for six months or less will be required to pay out-of-state tuition. The student is responsible for submitting a Change of Address form and proof of residency after six months to the Office of Admissions. The Office of Admissions is designated to make these determinations for SEARK College. Contact the Office of Admissions, 1900 Hazel Street, Pine Bluff, AR 71603 or (870) 850-8605 concerning resident classification.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collections agency for assistance in collecting. A collection fee will be added to the amount owed by the student to cover the collection agency costs.

Tuition — \$88.00 Per Credit Hour

Part-time and full-time students are charged \$88.00 per semester credit hour. Example: If a student is enrolled in a three semester credit hour course, the tuition would be \$264.00.

Non-Credit Course Fees

Non-credit course fees are determined for each individual course. The charge is based on the clock hours of instruction, the supplies and materials required, and the fee of the instructor.

Tuition Waiver for Senior Citizens

Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at Southeast Arkansas College and other state colleges and universities without a tuition charge. Proof of age must be presented at the time of registration. This waiver does not apply to non-credit classes, assessment fees, or any other fee collected by the College. Senior citizens are responsible for acquiring books and supplies.

Arkansas Assessment Fee -- \$5.00

This fee is payable each Fall and Spring Semester and Summer Term when registering for college credit courses. The State Board of Higher Education initiated the Arkansas Assessment Fee to cover the cost of student assessment at all Arkansas institutions of higher education.

COMPASS Test Fee	\$10.00
ACCUPLACER Test Fee	(TBD)
Credit by Examination (Challenge Exam) Fee	\$ 88.00 per Credit Hour
Developmental Education Lab Fee	\$12.00
Internet Course Fee	\$30.00 per Course
Lab Fee for Selected Reading, Grammar/Writing, and Math Courses	\$12.00 per Course
Professional Fee for NAH and ECDT	\$20.00 per Credit Hour
Science, Technical, and Foreign Language Lab Fee	\$30.00 per Course
Technology Fee (per semester)	\$10.00 per Credit Hour
Student Activity Fee (per semester)	\$ 3.00 per Credit Hour

COST OF MATERIALS

Books, tools, uniforms, supplies, etc., are required in most courses. Instructors will give students a list of needed items on the first day of class. Total cost of materials for a full-time student will depend upon the program of study.

PAYMENT OF TUITION AND FEES

All Tuition and Fees must be paid at the Cashier's Window in the Business Services Building or setup a payment plan through WebAdvisor with Nelnet prior to attending class. Personal checks are accepted for payment of accounts, **but a charge will be assessed by a check recovery service for returned checks.** Students whose tuition and/or fee checks are returned by the bank are subject to administrative withdrawal. VISA and MasterCard are accepted for payment of tuition.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collection agency for assistance in collecting. A collection cost will be added to the amount owed by the student to cover the collection agency cost. Unpaid account balances may also be sent to the state utilizing the Debt-Set Off program which deducts amounts due the College from an individual's tax refund.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Officer in the Student Affairs Office. This applies to all students, including recipients of Pell, WIA, NAFTA/TAA, scholarships, Rehab, Veterans' benefits, and other types of aid.

A **Tuition Deferred Payment Agreement** is available to students. Information about the payment plan can be found on the College's website.

NOTE: Before any financial aid funds from student loans, scholarships, and federal or state aid are released to a student, all charges or any monies owed to the College must be paid. All financial aid funds received will be credited to the student's account. After all charges to the student's account have been satisfied, remaining funds will be disbursed to the student in a timely manner.

REFUND OF TUITION

Exact dates will be communicated to students in advance through various means, including e-mail, signage, and the SEARK College website.

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on a prorated basis (See Calendar in College Catalog and Student Handbook for exact dates).

Tuition for non-credit courses is not refundable after the first class meeting. **Failure to attend does not constitute official withdrawal.** *If a student withdraws from college after the outlined withdrawal dates, the student is still responsible for full payment of tuition and fees.*

TEXTBOOK AND BOOKSTORE REFUNDS

Textbook refunds have the following requirements: (1) price tags are to remain on the books, (2) new books must be returned in the same condition as purchased, and (3) new books in shrink wrap must be returned in the same condition and the shrink wrap must be unopened. No refunds on activated e-Books. Students have one week (5 days) from the first day of class of each semester to receive a full-refund and 30 days to receive a partial refund. Proof of schedule change from the Registrar's Office will be required for any refunds. Receipt is required.

General reading books and small electronics: A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with original receipt. Items must be in the same condition as purchased and with original receipt.

Food Refunds: All food items are non-refundable.

Purchases against financial aid or credit cards, etc.: Refunds for all items purchased are credited back to the original source of payment and must be accompanied by a receipt. Items must be in the same condition as purchased. No refunds for gift cards.

ADDING/DROPPING OF CLASSES

The deadline for registration is published in the Academic Calendar by term. Students can add or drop classes through the first week of classes online electronically through WebAdvisor. **Official Class Change Forms are available in the Registrar's Office after the first week of classes.** Changes, are made and recorded as follows:

- **During Fall and Spring 16-week terms:**
(See Calendar in College Catalog and Student Handbook for exact dates.)
 - a. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
 - b. After the 11th class day, students must withdraw from classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- **During Summer 8-week terms:**
(See Calendar Students can drop a class through the add/drop period electronically without a "W" grade recorded.)
 - a. After the 3rd class day, students must drop classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- **During Summer 4-week terms:**
(See Calendar in College Catalog and Student Handbook for exact dates.)
 - a. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
 - b. After the 1st day of class, students must drop classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- **Last Date to Withdraw and Still Receive a "W"**
(See Calendar in College Catalog and Student Handbook for exact dates.)
 - a. The last day to withdraw (with a "W") from a class is approximately two weeks prior to the end of the regular semester or the final week of the 8 and 4 week terms.

A student is not considered to be withdrawn from classes unless proper withdrawal procedures are followed. The Official Add/Drop Form is available in the Registrar's Office. (The College will mail the form to a student upon request.) **The form must be completed and returned to the Registrar's Office by the published deadline to constitute a valid withdrawal.** Failure to attend class for a prolonged period of time does NOT constitute a withdrawal. If a student stops attending a class and fails to drop or withdraw from the course through the Registrar's Office, a grade of "F" will be recorded for the course on the student's transcript.

WITHDRAWAL PROCESS

The following signatures must be obtained prior to withdrawal (After add/drop periods):

Withdrawal from a class:

- a. Faculty Advisor or Instructor
- b. Financial Aid Officer
- c. Registrar

Complete Withdrawal from College, students must visit the:

- a. Faculty Advisor or Instructor
- b. Financial Aid Office
- c. Advisement and Retention Center
- d. Veterans must visit the Veteran's Counselor located in the Advisement and Retention Center
- e. Registrar's Office

NOTE: Failure to complete all of the official withdrawal procedures will constitute improper withdrawal and will result in failing grades being placed on the student's permanent academic record.

ATTENDANCE

Students are expected to attend all classes. After unavoidable absence because of illness or an emergency, students must take the responsibility for contacting instructors to make up work missed. Attendance will be taken every class period and recorded in the instructor's official class roll book. The attendance policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply.

When absences exceed the number allowed, the instructor has the authority to give the student a grade of "F" at the end of the semester.

Excessive is defined as follows:

Courses meeting once per week	2 absences
Courses meeting twice per week	3 absences
Courses meeting three times per week	4 absences
Courses meeting four times per week	5 absences
Summer Term Courses	2 absences

Excessive absences do NOT result in automatic withdrawal from a course. It is the responsibility of the student to take official withdrawal action through the Registrar's Office.

Students who are absent while representing Southeast Arkansas College in college-related activities will be excused upon appropriate action by their instructor and the Vice President for Student Affairs. All work missed during the absence must be made up.

GRADES AND GRADE POINTS

Southeast Arkansas College uses the following system of grading:

<u>Grade</u>	<u>Percent</u>		<u>Quality Points</u>
A	90-100%	(Excellent)	4 quality points
B	80- 89%	(Good)	3 quality points
C	70- 79%	(Average)	2 quality points
D	60- 69%	(Passing)	1 quality points
F	59/below	(Failing)	0 quality points
AU	Audit		0 quality points
S	Satisfactory and Credit		0 quality points
U	Unsatisfactory		0 quality points
W	Withdrawal		0 quality points
I	Incomplete		0 quality points

NOTE: The S, U, AU, W, and I are disregarded in calculating grade-point averages except for certain financial aid purposes. For regulations concerning auditing a course, see the Auditing Section in this publication.

CALCULATING THE GRADE-POINT AVERAGE

The grade-point average at Southeast Arkansas College is calculated as outlined below:

1. Allow four points for each hour of A, three points for each hour of B, two points for each hour of C, and one point for each hour of D. S, U, AU, W, and I are disregarded in calculating the grade-point average. F's are calculated in the GPA as zero points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
2. Add these grade points to arrive at the total grade points earned during a semester or term.
3. Divide this grade-point total by the total number of credit hours pursued that term.

NOTE: Grades and credit hours earned in developmental courses are not considered as college-level work and are not calculated in the student's official college Grade Point Average (GPA). The cumulative grade-point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account. SEE SAMPLE BELOW.

<u>Course</u>	<u>Grade</u>	<u>Hours Enrolled</u>		<u>Quality Points</u>		<u>Grade Points</u>
English Comp I	B	3	x	3	=	9
College Algebra	A	3	x	4	=	12
Spreadsheet App	C	3	x	2	=	6
Basic Electricity	D	3	x	1	=	3
		12	x		=	30

30 (Grade Points) divided by 12 (Hours Enrolled) = 2.50 GPA

NOTE: No grade other than "I" (Incomplete) may be changed after it is recorded unless an instructor finds that a grade has been erroneously calculated and/or recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Dean and/or Vice President for Academic Affairs signatures.

SATISFACTORY ACADEMIC PROGRESS

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward a Degree or Certificate from Southeast Arkansas College is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation. A 2.00 GPA is required for graduation with an Associate degree or Technical Certificate from Southeast Arkansas College. Students pursuing a Certificate of Proficiency (CP) may graduate with a minimum of 2.00 GPA in only the CP's program courses.

A student in academic difficulty has opportunities to seek counseling and academic support. The Tutoring Center and developmental education classes are available to assist the student, as are opportunities to meet with faculty during office hours.

Academic Probation and Suspension

Understanding two concepts is vital in considering the requirements for Satisfactory Academic Progress: academic probation and suspension.

The two concepts are:

1. Overall GPA, which is the GPA of a student's total course hours, and
2. Semester GPA, which is the GPA of a student's courses taken during a given semester.

SEARK students must maintain an overall GPA of 2.00 or above to be considered "in good academic standing." When a student falls below good academic standing, the following occurs:

- A student who has attempted 24 hours or more with an overall GPA below 2.00 is placed on academic probation for the following semester(s) to improve their overall GPA to the required 2.00.
- Students on probation must earn a minimum semester-GPA of 2.00 each semester until their overall GPA also reaches 2.00.
- A student on probation who fails to earn a minimum semester-GPA of 2.00 during any semester will be suspended for one semester.

Students may appeal suspensions to the Vice President for Student Affairs Office.

A student who has been suspended may be readmitted to the College, after the suspension period, on probationary status. Readmitted, previously suspended students must earn a minimum 2.00 semester-GPA and maintain a minimum semester-GPA of 2.00 until their overall GPA reaches 2.00 or higher.

- A student who receives a second academic suspension is suspended for one full academic year (fall and spring).
- A student who has been suspended may attend summer sessions however, they must earn a 2.00 GPA or higher for that session. Failure to earn a 2.00 GPA for the session will cause them to receive a second academic suspension. If the student earns a minimum 2.00 GPA for the summer session, they can re-enter SEARK in the fall semester on academic probation (even if their overall GPA is still below a 2.00).
- A student who receives two consecutive academic suspensions for failing to earn a semester-GPA of 2.00 is not eligible to appeal his/her suspension.

A fourth academic suspension results in "expulsion" from the college and the student may not return.

Appeals Procedure for Students

Students may appeal academic and financial matters. All appeals must be submitted in writing per the Appeals Letter Instruction document obtained from the Student Advocate office located in the Student Services Building, Room 157. The Appeals Committee meets on an as-needed basis.

1. Prepare a typed personal letter detailing the following:
 - Current address
 - Telephone number(s)
 - E-mail address
 - Specific courses involved (include course numbers)
 - The reasons for the appeal and any efforts you have made to resolve the issue
 - Attach all relevant supporting documentation: physician's statement on letterhead (not a bill), accident report, obituary from newspaper with your name and relationship, death certificate, letter from the court, etc.
 - Specifically state what you are wanting accomplished through the appeal process
2. Submit the appeal letter, along with all documentation, in an envelope to the Student Advocate Office located in the Student Services Building, Room 157.

GRADE REPORTS

Grades are available on WebAdvisor on the SEARK College website approximately (5) five business after the last day of finals.

INCOMPLETE GRADE

A student may request an Incomplete (I) Grade only in cases of extenuating circumstances such as illness or accident, which occurs late in the semester. An "I" grade may be given only when the student has been making satisfactory progress and at the discretion of the instructor. The instructor and student must complete and file an Incomplete Grade Contract form available from the Registrar's Office prior to the end of the current semester (term). This contract must be submitted to the Registrar's Office, with a copy to the instructor and student. Incomplete (I) Grade Contracts must be completed within one (1) month from the date of the last class date or the Grade of "I" becomes an "F." An incomplete Grade Contract is not an option for a student who must attend lectures or labs to complete course requirements.

REPEATING COURSES

A student may repeat a course regardless of whether credit hours were previously earned. In every case no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, the repeated course will be identified on the transcript. Only the grade earned during the most recent enrollment is computed in the cumulative grade-point average.

AUDITING

Students who audit courses must be officially admitted to the College and pay the regular tuition and fees for the course. Also, each student must get permission to Audit from the Vice President for Student Affairs and the Instructor involved. **Audit will be on a space-available basis.** Those who audit courses will receive a grade of AU.

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit-to-credit status or credit-to-audit status without permission through the 11th class day of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period.

With Advisor and/or Instructor approval and permission from the Vice President for Academic Affairs, a student may change from credit-to-audit status during the withdrawal period, which goes through the fourteenth week of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period. No change will be allowed after the 14th week of the semester. Individual instructors will determine the degree of participation of students auditing a course.

ACADEMIC APPEALS (GRADE PETITIONING)

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Dean and then the Vice President for Academic Affairs. The decision of the appeals committee is final. Students have 45 days from the end of the semester to appeal.

Initiation of Grade/Academic Appeal

Step One (Instructor-Oral): any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

Step Two (Dean-Written): The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's Dean. The Dean and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If, within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic/allied health).

Step Three (Vice President Academic Affairs-Written): The Vice President of Academic Affairs shall respond within five (5) business days after receipt of the written appeal. The Vice President shall form an impartial ad hoc committee of two instructors, and two staff members to hear and read the appeal and to advise the Vice President on a resolution. The Vice President shall have ten (10) business days from receipt of the appeal, to provide the appealing student with a decision. The decision of the Vice President is final. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for academic appeals in the Allied Health Programs.

STUDENT/FACULTY DISPUTES

If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Dean and then the Vice President for Academic Affairs. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the appeals committee is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer, in writing, of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for appeals in the Allied Health Programs.

NON-ACADEMIC APPEALS

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Student Advocate office located in the Student Services Building, Room 157. The decision of the appeals committee is final. The Student Advocate will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the Title IX policy in this publication). The EO/AA Officer will investigate such claims and provide a written report to the President.

TRANSCRIPTS

Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with federal guidelines under the **Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)**.

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D. number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted.** A Release of Information Form may be requested or the student may write a letter containing the above information. There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.
2. Official transcripts of the student's complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.
3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Requests for official transcripts are normally filled within two working days. The College does not guarantee "over the counter same day service". Transcripts given to students will be stamped "Issued to Student" are not considered official transcripts.

Facsimile (Fax) Transmissions

Since the original source of documents received through a facsimile (FAX) or e-mail transmission cannot always be accurately determined, the Admission's Office will accept academic transcripts by FAX or e-mail transmission ONLY as working documents, pending the receipt of an official transcript from the sending institution. A request for academic information received by FAX or e-mail to be sent to an individual or private business will be treated as a telephone request, requiring the submission of a written request bearing the original signature of the student, Social Security number, and last date of attendance.

Requests submitted to the Registrar's Office to have an academic record sent via a facsimile machine cannot be honored.

ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

Southeast Arkansas College has implemented a program to assess the academic growth of its students. The purpose of the assessment program is to measure the level of skills and knowledge gained by students as a result of their completion of a certificate or degree program. The College uses the results of these measures to make improvements in the courses of study and instructional methods. On-going assessment activities take place at the course level within the classroom and are conducted by the instructor. The Assessment Coordinator conducts end-of-program assessments near the end of each fall and spring semester. Students approaching graduation will be contacted by the Dean's Office to schedule an exam tailored to their course of study and degree plan. The results of these assessment activities will in no way prevent or delay a student's anticipated graduation. These assessments are conducted for the purpose of program improvement.

GRADUATION REQUIREMENTS

Prior to completion of an Associate Degree, Technical Certificate, or Certificate of Proficiency, each student must complete a Graduation Application Form in the Registrar's Office and receive a program evaluation to determine if all requirements have been met for graduation. Additionally, the student must complete the graduate survey, located on the SEARK website and register with the career services located in the Student Services Building. **Completing these steps is the responsibility of the candidate for graduation.** Diplomas and caps and gowns are not ordered until all graduation requirements have been completed. **If a student will complete graduation requirements for an associate degree or technical certificate during a Summer Term by enrolling in no more than 6 hours and/or two (2) courses, he/she is eligible to participate in Spring Commencement.**

The deadline for completing the Graduation Application Form is printed in the College Calendar for both Fall Semester and Spring Semester completions. A student will receive only one cap and gown regardless of the number of certificates or degrees awarded. There is no fee required for graduation.

Students wishing to apply for more than one associate degree (A.A.S., A.G.S., A.S., or A.A.) must complete 15 additional student semester credit hours at Southeast Arkansas College. Multiple degrees will not be awarded without the additional hours stated above.

Students who have earned a Technical Certificate or an Associate Degree at Southeast Arkansas College and wish to earn another award may do so by meeting the following requirements (except as noted below): (1) completing all courses required for the first certificate or degree and then (2) completing at least 15 additional hours applicable toward a second award. At least 60% of the additional course work must be taken in residence at Southeast Arkansas College.

Students who have earned or who are eligible to earn an AA or AAS Degree may not receive an AGS Degree. However, if a student completes the AGS Degree first, and then meets the conditions outlined above; the AA or AAS Degree may be awarded. Students may only receive one AAS Degree or Technical Certificate in a specific area, e.g., business technology, electrical systems technology, etc.

In order to qualify for a Degree or Technical Certificate from Southeast Arkansas College, a student must complete all major course requirements, general education requirements, and all related requirements in the program of study as prescribed by the College. Degrees and Technical Certificates will not be awarded until all requirements are met and a cumulative GPA of 2.00 is achieved. **Note: A minimum grade of "C" is required in English Composition I and English Composition II in order to graduate.**

Students completing requirements for the Associate of Arts degree must take the CAAP (Collegiate Assessment of Academic Proficiency) Test prior to graduation. This test will be used to evaluate the general education competencies of students seeking the A.A. degree. The CAAP is required after accumulating 45 semester credit hours (excluding developmental education credits). Failure to complete this testing requirement may interrupt graduation plans or enrollment at institutions to which students are transferring.

Students completing technical programs are required to take either the NOCTI (National Occupational Competency Institute) exam or a department generated end-of-program examination. The test results will not prevent a person from graduating. These tests allow the departments to assess their capabilities and are used to determine shortfalls in the curriculum.

A minimum of fifteen (15) semester credit hours of an Associate Degree must be in general education: Math (3 hours); Social Science (3 hours); Introduction to Computers (3 hours); and English or Writing (6 hours). Specific requirements are listed in the curriculum for each program area.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, if they have maintained continuous enrollment, or any subsequent issue while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

The last fifteen (15) semester credit hours of work for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution. Unless, the student is participating in the Credit When It's Due program through the Arkansas Department of Higher Education.

Prospective graduates must clear all charges (including Library fines) against their account before noon on the day of graduation. Graduates will be notified if an account is due. A Degree or Technical Certificate will not be issued until all charges are cleared.

HONOR GRADUATES

Students graduating from Southeast Arkansas College with a grade point average of 4.00 are graduated with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 are graduated with "Special Honors." Students graduating with a grade point average of 3.00 - 3.49 are graduated with "Honors." Students completing the Technical Certificates and/or Associate Degrees may be designated as honor graduates and will be recognized at commencement. Students completing the requirements for Technical Certificates and/or Associate Degrees during the summer term are not eligible for "Honors" designation.

SCHOLAR AWARDS

A President's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 4.00 for either the fall or spring semester.

A Dean's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 3.50 to 3.99 for either the fall or spring semester.



Financial Aid & Student Affairs

FINANCIAL AID

Financial aid is available to assist students who have a demonstrated financial need, or who can show an academic or special talent. Awards are available in various forms (grants, scholarships, or part-time employment) from federal, state, institutional, or private funds. To apply for financial assistance, contact the Office of Financial Aid and Scholarships.

Students must reapply for financial aid each academic year.

Financial aid helps students pay for their education. Financial aid is not limited to just one kind of financial aid. Students are encouraged to apply for all types of available financial aid. Many sources of financial aid may be added together as long as the total does not go over the **Cost of Attendance**. The Cost of Attendance includes tuition, fees, books, room and board, transportation and other miscellaneous personal expenses.

Students are not required to be enrolled full-time to receive Federal Pell Grant, FSEOG, and student loans. However, if you are enrolled less than full-time, your award(s) will be based on the number of hours of enrollment. All hours that are included in the calculation must lead directly to a Southeast Arkansas College technical certificate or associate degree. Some awards require a minimum of six (6) semester hours in order to be eligible for the funds.

SOURCES OF FINANCIAL AID

There are many sources of financial aid for which students may apply. A brief definition of these programs is included in this guide. Detailed information on these sources may be obtained from the Southeast Arkansas College Financial Aid Office. The primary sources of assistance may be categorized in these four areas: Federal, State, Institutional and Public/Private.

Federal. The federal government is the largest source of aid for Southeast Arkansas College students. The federal aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and the William D. Ford Direct Loan Program, including Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans and Parent (PLUS) Loans. A great source of information about federal student aid may be found online at <https://studentaid.ed.gov>.

State. The State of Arkansas provides grants and scholarships. State financial aid includes the Governor's Scholars programs, Arkansas Academic Challenge Scholarship, Workforce Improvement Grant (WIG), Higher Education Opportunities Grant (GO! Grant), and others. Contact the Arkansas Department of Higher Education for more information at 1-800-54-STUDY/1-800-547-8839. Additional information about these scholarships may also be found at the Arkansas Department of Higher Education's website at <http://scholarships.adhe.edu>. Applications are available online between January 1 and June 1 each year.

Institutional Aid. Southeast Arkansas College offers many scholarships. Students must be enrolled full-time each semester to be eligible for the scholarships and must meet the prescribed criteria for scholarship renewal.

SEARK Trustee Scholarship- awarded to at least one high school graduate from each high school in the College's service area. It is a merit-based tuition scholarship, up to 15 credit hours per semester.

SEARK Leadership Scholarship- is a merit-based, half-tuition scholarship.

SEARK College Academic Scholars Scholarship- available to a limited number of graduating seniors from Dollarway High School, Pine Bluff High School, Watson Chapel High School, or White Hall High School meeting certain eligibility requirements.

SEARK College Non-Traditional Student Scholarship- is a merit-based and is for students that are 25 years of age and older, with preference given to those who are not eligible for federal student aid. Information on institutional aid programs is available from the Financial Aid Office.

Scholarship details may be obtained in the SEARK College Admissions Office, Financial Office or the College's Website.

Public/Private. Many civic and private organizations award funds based on academic achievement, a talent or skill, financial need, or a major course of study. These funds generally do not have to be repaid.

STUDENT E-MAIL

The primary means for communicating with students is through electronic mail (e-mail). Each student is assigned a student e-mail free of charge. Each student is encouraged to activate the student e-mail and check it regularly for important announcements from the College.

APPLYING FOR FEDERAL STUDENT AID

The first step in applying for federal financial aid is to complete the **Free Application for Federal Student Aid**, commonly known as the **FAFSA**. Be sure to put SEARK College's school code, **014893**, on the FAFSA so that the College will get the FAFSA report.

Students must reapply/renew the FAFSA for each school year. The application is available online each October 1 at www.FAFSA.ED.GOV. The 2017-2018 FAFSA will be available October 1, 2016, and will use information from the 2015 Federal Tax Return. Apply early because some grants and scholarships have limited funding and awarded on a first-come, first-served basis.

The **priority deadline** for the FAFSA is April 15 for the fall and October 15 for spring.

STUDENT STATUS -- DEPENDENT OR INDEPENDENT?

Federal financial aid programs are based on the idea that parents have the primary responsibility in paying for their children's education.

The terms "dependent" and "independent" have specific definitions as used for federal financial aid. For the 2016-2017 academic school year, you are automatically considered an independent student if you meet one of the following criteria:

- You were born before January 1, 1993. (You are at least 24 years old.)
- You are married.
- You are working on a master's or doctorate program (already have a bachelor's degree).
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are a veteran of the U.S. Armed Forces or will be by June 30, 2017. A veteran is one who has engaged in active duty for purposes other than training, or was a cadet or midshipman at one of the service academies and released under a condition other than dishonorable.
- You have legal dependents other than a spouse. Legal dependents are those who live with you, get more than half their support from you, and will continue to do so during the academic year. Also, your children who do not live with you can be legal dependents if you provide more than half their support. **NOTE:** If you know you will have a legal dependent (other than a spouse) during the academic year but not until after you apply for aid, you may include that person as a dependent. For example, if you or your spouse are pregnant and the child will be born by June 30, 2017, you may count that unborn child as your dependent.
- At any time since age 13, both of your parents were deceased, you were in foster care or you were a dependent or ward of the court.
- You are/were an emancipated minor as determined by a court in your state of legal residence.
- You are/were in legal guardianship as determined by a court in your state of legal residence.
- At any time on or after July 1, 2015, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2015, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.
- At any time on or after July 1, 2015, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

If you do not fit any of the above categories, you are classified as a dependent student. If you classify yourself as an independent student, Southeast Arkansas College is authorized to ask for proof of independent status before awarding your federal financial aid.

If you feel you have **unusual circumstances** that qualify you as an independent student, even though you do not fit any of these categories, talk to a Southeast Arkansas College Financial Aid Officer. You can be classified as an independent student if the Financial Aid Officer feels that your circumstances warrant the change. However, the Officer will not do this automatically; you must request it and be able to supply official documentation supporting your request. Also, the decision is based on the Officer's professional judgment and is final -- you cannot appeal it to the U.S. Department of Education. **Unusual circumstances** include an abusive family environment or abandonment by parents. The circumstances must be documented by a third party that knows of the student's situation, such as a teacher or member of

the clergy.

VERIFICATION OF FINANCIAL INFORMATION FOR FAFSA

Verification is the process of comparing the data from the FAFSA report to the official supporting documents. The Financial Aid Office is required to verify all applications selected by the FAFSA processor. The Financial Aid Office may also select additional applications based on incomplete or conflicting information.

If your application is selected for verification, you must provide the official document(s) used to complete the FAFSA to the Southeast Arkansas College Financial Aid Office. Acceptable documents include Tax Return Transcripts faxed or mailed directly from the IRS, official documentation from Child Support Enforcement or the Social Security Administration, and SNAP (food stamps) benefits from the Department of Human Services.

You may be asked to verify such information as follows:

- * Adjusted Gross Income (AGI)
- * U.S. income tax paid
- * Untaxed portions of IRA distributions
- * Untaxed portions of pensions
- * IRA deductions and payments
- * Tax exempt interest income
- * Education tax credits
- * Other untaxed income such as payments to tax-deferred pension and savings; child support received; housing, food and other living allowances paid to members of the military, clergy and others; veterans noneducational benefits, money received or paid on the applicant's behalf.
- * Income earned from work (nontax filers)
- * Number of household members
- * Number in college half-time, excluding parents
- * Certain untaxed income and benefits such as food stamps (SNAP)
- * Child support paid
- * High school completion status
- * Identity and Statement of Educational Purpose

Students selected for verification will have a maximum of 10 business days from the date you are notified to produce all requested documents. While the requested documents will still be accepted after this time, priority cannot be guaranteed.

Students and parents are encouraged to use the IRS Data Retrieval Tool (IRS DRT) to retrieve accurate information from the IRS into the FAFSA application. Successful retrieval may reduce the documentation requested.

In general, the student does not have to make any corrections during the verification process because the corrections are made by the Financial Aid Office once all verification documents have been submitted. If the student is required to make corrections by the Financial Aid Office, he/she will be instructed which items to change/update.

It is the College's policy to complete verification and submit all corrections to the FAFSA processor before awarding or disbursing any federal student aid funds.

HOW ELIGIBILITY IS DETERMINED

The Financial Aid Office will review the FAFSA report to determine the Expected Family Contribution (EFC). The EFC is then used to award the Federal Pell Grant, FSEOG and student loans. The Federal Pell Grant is calculated first since it is the foundation of student assistance and does not have to be paid back if the student successfully completes the semester.

To be eligible for federal financial aid,

- A student must not be in default on a student loan
- A student must not owe a refund to any of the federal programs
- If male and born after December 31, 1959, must have registered with Selective Service
- Must be in good academic standing according to the College's Satisfactory Academic Progress Policy
- Must be enrolled in an approved degree or technical certificate program
- Must demonstrate financial need as determined by completing the FAFSA
- Must not be a member of a religious community, society, or order who is pursuing a course of study at the direction of that religious group or who is receiving assistance from that religious group.

ENROLLMENT STATUS FOR FEDERAL STUDENT AID

You must be enrolled as a regular student in order to receive financial aid. Federal programs use the following to determine enrollment status:

- 1 to 5 credit hours = less-than-half-time enrollment
- 6 to 8 credit hours = half-time enrollment
- 9 to 11 credit hours = three-quarter-time enrollment
- 12 or more credit hours = full-time enrollment

You are not required to be enrolled full-time to receive assistance under the federal programs. Federal aid may be prorated to fit the enrollment status above.

APPLYING FOR STATE GRANTS AND SCHOLARSHIPS

All students are encouraged to complete the application for state scholarships and grants. The application for state student aid is available beginning January 1 and ends on June 1 each year. The application is online at <http://scholarships.adhe.edu>

TRANSFER STUDENTS APPLYING FOR FINANCIAL AID

A transfer student must maintain Satisfactory Academic Progress (SAP) according to the College's policy to be considered in good standing for financial aid. Transfer students must submit official transcripts from each postsecondary institution attended to verify that they are in good standing.

Transfer students must request a transcript evaluation through the Admissions Office. The transcript evaluation will identify all coursework that applies to the major course of study. All attempted hours applicable to the major course of study must be counted for SAP, even periods in which the student did not receive federal student aid funds. Class status is defined below:

Freshman status = 0-29 semester credit hours completed

Sophomore status = 30 or more semester credit hours completed

NOTIFICATION OF AWARD

After submitting all required documents to the Financial Aid Office, you will be able to track the progress of your application via WebAdvisor. Your award(s) may be viewed, accepted and rejected via WebAdvisor. Award letters may be printed from the student WebAdvisor account. The terms and conditions of each award, and other important information about the award, is available through WebAdvisor. The Financial Aid Office will use e-mail as the first source of communication with the student.

PURCHASING BOOKS WITH FINANCIAL AID

Books may be purchased or rented in the College's Bookstore by charging on account using approved funding as follows: Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship and approved student loans. Students are not required to charge books. Instead, they may purchase books with their own funds, by using their financial aid refunds, or with other means. Purchases charged to the student account using approved funding must be reasonable and customary for enrollment. Purchases beyond the amount of aid received are the student's responsibility.

DEADLINES FOR SELECTED FINANCIAL AID APPLICATIONS

The Southeast Arkansas College **priority** deadline for receipt of the Institutional Student Information Record and all supporting documents is April 15 for fall registration. All applications are processed on a first-come, first-served basis. Funds may not be awarded for applications received after July 15 for fall classes and students may need to set up a tuition payment plan in order to avoid being dropped from classes. Applications for Federal Pell Grant are accepted on a rolling basis while a student is enrolled and considered eligible. Applications and supporting documents must be submitted to and received by the Financial Aid Office on or before the last day of final exams of the semester of enrollment to be considered.

Other forms of financial aid, including scholarships, have specific and unique deadlines. Refer to scholarship applications or contact individual agencies for deadlines. Some of the most common scholarships, other sources of aid, and their deadlines are listed below:

Arkansas Academic Challenge (Lottery) Scholarship	June 1
Arkansas Governor's Scholars/Distinguished Scholars	February 1
Arkansas Higher Education Opportunity Grant	June 1
Arkansas Workforce Improvement Grant	Complete FAFSA by April 15
Free Application for Federal Student Aid (FAFSA)	April 15 (Fall priority) October 15 (Spring Priority)
Rehabilitation Services	Before Registering
SEARK Arkansas Scholars Scholarship	April 30
SEARK Leadership Scholarship	April 30
SEARK College Non-Traditional Student Scholarship	April 30
SEARK College Trustee Scholarship	April 30
Workforce Investment Act (WIA) Certification	Before Registration

SUMMER AID

Applications for financial aid for summer school must be completed by June 15. All of the summer mini-sessions are combined, and the total hours of enrollment from all summer sessions are used to calculate the student's enrollment status for summer aid. For example, enrollment of 3 credit hours in Summer Term I is combined with the enrollment of 6 credit hours in Summer Term II for a total of 9 credit hours and an enrollment status of three-quarter-time for the entire summer session.

Students who have not used all of their eligibility during the preceding academic year may have remaining eligibility for summer aid. These would be students who have not been enrolled **full-time** during the fall **and/or** spring semesters.

Part-time Student Example: Sally is enrolled full-time during the fall semester and half-time during the spring semester. Sally will have remaining eligibility from her Pell award of up to half-time that may be used for summer enrollment.

Full-time Student Example: Bryan is enrolled full-time (12 credit hours) during each of the fall and spring semesters and has received the maximum Pell award for the academic year. He enrolls in six credit hours for the summer. He is not eligible for an additional Pell award because he has already used 100% of his award during fall and spring semesters.

COST OF ATTENDANCE

Tuition and fees are established by the SEARK College Board of Trustees and are subject to change. The tuition rate is \$88 per semester credit hour for Arkansas residents. Out-of-state residents pay a tuition rate of \$176 per semester credit hour. Fees include a \$5 Arkansas Assessment Fee, a \$6 per hour college services fee, a \$3 per hour Activity Fee and a \$10 per credit hour technology fee, payable each semester. Other fees may be incurred in conjunction with specific courses, such as science courses, technical courses (to include computer courses), Nursing and Allied Health, Early Childhood Development, and/or courses delivered by alternative methods, such as via the Internet.

ESTIMATE OF EXPENSES

The following figures represent estimated costs that a full-time Arkansas resident student taking 15 hours will incur while attending SEARK College.

<u>Regular Term</u>	<u>Semester</u>	<u>Year</u>
Tuition	\$1,320	\$2,640
Assessment Fee	\$ 5	\$ 10
Technology Fee	\$ 150	\$ 300
Services Fee	\$ 90	\$ 180
Activity Fee	\$ 45	\$ 90
Books and Supplies	\$ 650	\$1,300
Transportation	<u>\$1,500</u>	<u>\$3,000</u>
Totals	\$3,760	\$7,520

Additional costs may include internet course fees, allied health professional fees, personal expenses such as Room and Board and other discretionary spending expenses.

PAYMENT OF TUITION, FEES AND BOOKS

Fees owed to the College will be paid in full from a student's financial aid funds prior to the release of excess funds. Following the payment for tuition, fees and books, remaining financial aid funds will be released to the student to assist in paying for other related educational expenses.

Purchasing or Renting Books. A student may be allowed to charge books in the Bookstore against certain approved financial aid funds. Approved aid programs include Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship, and approved student loans. (See the Financial Aid Office for procedures on purchasing books using financial aid funds.) However, a student is not required to charge books to the approved financial aid programs listed above. A student may purchase books with his or her own funds, with the proceeds from a financial aid refund check, or by other means.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

The entire academic record for a student receiving federal student aid will be reviewed at the end of each semester. A student receiving federal funds must maintain Satisfactory Academic Progress (SAP). Failure to maintain SAP will result in the loss of eligibility to receive federal student aid funds. This does not prevent a student from attending using personal or private funding.

SAP means maintaining an overall 2.00 grade point average (GPA) and completing 67% of all the courses that a student enrolls in. A **completed** course is any course that a grade of A, B, C, or D is earned. An **attempted** course is a course that a grade of F, W, or I are earned.

Evaluation of Academic Progress: There will be a full review of academic progress at the end of each fall, spring, and summer semester and/or during the application process. At that time, a student will be in good standing, be placed on financial aid warning, or denied financial assistance. The student must meet all three satisfactory academic progress requirements (67% completion rate, 2.00 GPA, and maximum time frame) to be considered in good standing for financial aid. Students placed on financial aid warning or denial will be notified in writing.

Enrollment Status: Students may receive financial aid while enrolled full-time or for an approved part-time course of study. However, financial aid awards for less than full-time enrollment may be less than the full-time award. In general, all full-time students must be enrolled in at least twelve (12) semester credit hours each semester. Students enrolled in less than 12 semester credit hours will be evaluated as follows:

9 to 11 credit hours is three-quarter-time; 6 to 8 hours is half-time; and
3 to 5 hours is less-than-half-time.

Students receiving private or state financial assistance should refer to the specific program guidelines for enrollment definitions and requirements.

Grade Point Average Requirement: Students must maintain an overall minimum 2.00 grade point average (GPA) during all periods of enrollment. The financial aid GPA may be different from the academic GPA on grade reports and/or transcripts if developmental courses were taken. This is because financial aid includes developmental courses in the calculation of GPA and the College Registrar does not. For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's financial aid GPA.

Semester Completion Requirement: Students must successfully pass 67% of all hours attempted each semester and cumulatively for all periods of enrollment.

For example, a student enrolled in 15 hours must pass a minimum of 10 credit hours. (15 hours times 67% = 10 hours.)

Successful completion is defined as earning a final grade of A, B, C, or D. Grades of I, W, F and AU are not considered as successful completion. However, the courses that correspond to these grades will still be counted in the student's total number of attempted hours.

Attempted Hours: Attempted hours include any course that appears on the transcript.

Completed Hours: Completed hours include any course with a final grade of A, B, C or D.

150% Rule—Maximum Time Limit to Receive Federal Aid: The maximum time limit for completion of a degree or certificate may not exceed 150% of the published length of the program. For example, an associate degree that requires 60 credit hours must be completed within 90 attempted credit hours. (60 hours X 150% = 90 hours) Similarly, an approved technical certificate program that requires 30 hours must be completed within 45 attempted credit hours. In other words, a student may only work on a degree for a certain period of time and receive student aid funds.

A student's eligibility for aid will be terminated at the point when the maximum credit hours attempted reaches 150% of the total hours required for the program. If at any point it is clear the student will not be able to complete the program within the 150% time limit, the student becomes ineligible for federal student aid. For maximum time limit requirements, remedial and/or developmental coursework is counted.

Second Degree: In special circumstances, a student may request additional time for a second associate degree. For example, a student who has successfully earned an Associate of Applied Science degree and wishes to pursue a bachelor's degree may ask for additional to complete courses for the Associate of Arts Degree. Additionally, a student who needs retraining due to extenuating circumstances such as a disability or company closing/downsizing may petition for additional eligibility. Other situations may be considered on a case-by-case basis. All previous coursework applicable to the second degree must be counted in the maximum time limit for receiving aid, including developmental coursework.

Complete Withdrawal: Federal regulations require that a recalculation of federal student aid be completed for a student receiving federal student aid that does not complete any coursework during a period of enrollment. The last date of attendance is used to determine how much of the financial aid received was actually earned. The results of the calculation may require the institution to return a portion of the funds received for a student's institutional fees (tuition, fees, and/or books). The student will be responsible for repaying these funds to the College.

Warning Status: There will be a full review of academic progress at the end of each semester. A letter of warning will be mailed to students failing to meet SAP requirements. Warning status does not prevent the student from receiving aid but is meant to inform the student of potential academic problems and provide time for corrective action. Any student that is receiving aid on a warning basis is encouraged to meet with his or her academic advisor or a counselor to develop a plan to improve academic standing.

Students placed on warning will have until the end of the following semester of enrollment to meet all of the SAP requirements. If all SAP requirements are not met by the end of the term, federal student aid will be denied. The warning status is automatically assigned and no appeal is required. The duration of a warning is one semester only.

Repeating Classes: For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted and will be counted in the 150% maximum time calculation. A student wishing to improve the grade of a previously-passed course (received letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed (normal SAP policy still applies).

Regaining Financial Aid Eligibility: After losing eligibility for financial aid, it is the student's responsibility to notify the Financial Aid Office when he/she has completed coursework bringing the student back into good standing for SAP.

Incomplete Coursework: Incomplete coursework will be evaluated as failing until the courses are satisfactorily completed. These classes will also be included in the student's total attempted hours.

Remedial or Developmental Coursework: Remedial/Developmental coursework prepares the student for study at the college level. These courses may be considered for financial aid if the student is admitted into an eligible program. Because financial aid may be awarded for these courses, grades received for the courses will be counted in the calculation of GPA and required completion percentage for financial aid purposes (2.00 GPA and 67% completion). Federal Student Aid is not available to students enrolled solely in developmental courses unless they have been accepted into an eligible technical certificate or associate degree program.

Appeal and Reinstatement of Denied Aid: Probationary aid may be awarded when extenuating circumstances exist. Examples of extenuating circumstances include prolonged illness under a doctor's care, death of an immediate family member, or other extenuating circumstances.

To apply for probationary aid due to extenuating circumstances, the student must write a letter of appeal explaining why he or she failed to make SAP and what has changed in the student's situation to allow him or her to show satisfactory progress. The appeal letter and all supporting documentation should be submitted to the Financial Aid Office. If the appeal is approved, one semester of probationary aid may be awarded. Generally, only one appeal for a semester of probationary aid is approved per student. Students should allow a minimum of seven business days for the appeal to be processed. Processing an appeal may take longer during peak periods.

Students receiving probationary aid through the granting of an appeal will be asked to fulfill certain terms and conditions, such as taking a reduced course load or enrolling in specific classes. This is called an **academic plan**. At the end of the probationary semester, the student must meet the standards for satisfactory academic progress or satisfy the minimum requirements of the academic plan developed for the student by the Financial Aid Office. Otherwise, aid will be denied until the student is again in compliance with the satisfactory academic progress policy.

Transfer Students: For financial aid purposes, a transfer student is defined as a student who has attended any postsecondary institution previous to enrolling at SEARK College. All transfer students must submit official transcripts from all colleges and universities attended. The maximum time limit will be reevaluated based on the student's major and will include all attempted coursework that is shared between the student's previous and current course of study.

POLICIES FOR SATISFACTORY PROGRESS SPECIAL CONDITIONS

1. **Developmental Courses** - Enrollment in developmental courses will be considered in the total number of hours for calculating financial aid awards. Developmental coursework is counted when determining maximum time limit. Loan applications will not be certified for students enrolled only in developmental courses unless those individuals have been accepted into an eligible technical certificate or associate degree program.
2. **"I" (Incomplete) Grades** – Incomplete grades will be calculated as failing grades until the course has been satisfactorily completed according to provisions in the College catalog. These classes will also be included in the student's total attempted hours. See the Satisfactory Progress Appeal Procedures for information on extenuating circumstances.
3. **"W" Withdrawals** – Students are responsible for completing all courses for which they are registered. Failure to complete courses is viewed as unsatisfactory progress. The hours associated with withdrawals will be included in the hours attempted but not completed. See the section on **150% Rule—Maximum Time Limit to Receive Federal Aid**.

4. **Repeating Courses** – The last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted. Grades of A, B, C and D will be counted in the number of hours completed. A student wishing to improve the grade of a previously-passed course (received letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed as long as Satisfactory Academic Progress criteria is being met.
5. **Transfer Students** - For the purpose of awarding financial aid, transfer students must submit a transcript from every college and university attended before the application of aid may be considered. Credit hours attempted at all institutions that apply to the current course of study will be counted in the hours attempted and toward the maximum hours allowed for financial aid eligibility at Southeast Arkansas College, including developmental coursework.
6. **Satisfactory Academic Progress** is required of all financial aid applicants at Southeast Arkansas College, **including those applicants who have not previously participated in federal aid programs.**

SATISFACTORY PROGRESS APPEAL PROCEDURES

1. Only students with extenuating circumstances may appeal for a probationary semester of aid. Examples of extenuating circumstances are death of an immediate family member or accidents/illnesses requiring extended doctor's care or hospitalization. Prolonged illness of a dependent may also be considered as grounds for an appeal. Official documentation must be presented with all appeals.

For financial aid purposes, an immediate family member is defined as father, mother, legal guardian, brother, sister, son, daughter, spouse, grandparent or grandchild.
2. Students should appeal no later than ten (10) days after the beginning of the semester. No appeals will be accepted after the tenth (10th) class day.
3. Appeals must be in writing and **must** be accompanied by official documentation supporting the claim of extenuating circumstances. Forms are available from the Financial Aid Office and the College's website to assist students with the appeal process. The appeal must state why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.
4. Students using summer grades and hours earned to appeal for aid reinstatement must submit a written appeal indicating a request that summer grades be checked for appeal processing.
5. Students should allow a minimum of seven working days for the appeal to be processed. Appeals submitted during peak periods may take longer to process.

FEDERAL STUDENT AID FINANCIAL AID FUNDS DISBURSEMENT POLICY

1. Federal financial aid is disbursed to the student one or more times throughout each semester starting four to six weeks after the beginning of classes. **Exception: First-time, first-year students will be subject to A 30 day delayed disbursement of student loan funds as per federal regulations requiring a 30 day delay.**
2. Before a payment is made to a student, that student's records are reviewed to determine that the student has been making satisfactory academic progress and is still eligible for the award. The Federal Pell Grant funds are then disbursed to the student on the scheduled disbursement date. Students are responsible for ensuring that the College has the correct mailing address, so that correspondence and/or mailed disbursement checks are sent to the correct address.
3. A student must attend classes in order to be eligible for Federal Student Aid funds. If one or more instructors report that a student has not attended class, resulting in a change in the student's enrollment status, the Financial Aid Office must recalculate the student's aid based on the lesser enrollment status. If funds have already been disbursed, the student is responsible for repayment of the portion of the funds for which he/she was not eligible.

4. A separate disbursement of funds may be necessary for second eight-week enrollment when it affects the total enrollment status for the semester. Funds will be disbursed based on the coursework that starts at the beginning of the semester. A subsequent disbursement will be issued at a later date for coursework beginning at midterm.

For example, if a student enrolls in twelve credit hours, nine credit hours start at the beginning of the semester and three credit hours start at midterm, funds will be disbursed for nine credit hours on the regularly scheduled disbursement date. A separate disbursement will be processed for three credit hours, the second eight-week course, once attendance in that class has been verified.

5. In addition, no awards or disbursements of federal student aid funds will be made until a student's financial aid information file is complete, a valid FAFSA report is on file in the Financial Aid Office, and all conflicting information is resolved.
6. Southeast Arkansas College is on a semester basis and uses the semester as a payment period. An academic year is defined as two semesters, fall and spring. Summer is called a trailer because it follows the fall and spring semesters and is a part of the preceding academic year.
7. Federal regulations require multiple disbursements of student loans. No installment amount may exceed one-half of the loan requested. The College disburses student loans in **two installments each semester**.

REPAYMENT OF FEDERAL STUDENT AID FUNDS

Official Withdrawals. When a student officially withdraws from credit courses, there must be a recalculation of the federal student aid received. The amount of federal student aid funds earned is based on the amount of time (days attended) the student spent in academic attendance. The recalculation will determine the amount of aid the student has earned and the amount of unearned institutional charges (tuition, fees, and books) that must be returned to Title IV federal programs.

The percentage of institutional charges that must be repaid to Title IV programs is determined by the length of time that a student attends classes and/or the date of complete withdrawal. A semester is 16 weeks. A Title IV recipient attending eight (8) weeks will have incurred an overpayment of 50%.

If a student does not attend class through the 60% point of the semester, the financial aid funds will be reduced to a prorated amount. This could cause the student to have to repay any funds in excess of the earned amount. The 60% point in the semester is usually on or about November 1 for the fall semester and April 1 for the spring semester.

Students who withdraw before receiving all their earned financial aid, will have the funds disbursed to them (post-withdrawal disbursement), even if they are no longer attending or attending with a reduced number of hours. The student will receive a letter within 30 days notifying them of the disbursement and the disbursement will be received by the student within 120 days.

Students who officially withdraw from College and are receiving federal student aid must obtain the Financial Aid Advisor's signature before the College Registrar will process the withdrawal. At that time, the amount of aid earned will be determined so that the student will know the amount of funds he/she has earned and the amount that he/she is responsible for repaying.

Unearned aid is considered an overpayment of federal student aid funds. It is the student's responsibility to repay any overpayments.

Unofficial Withdrawals. Students who receive all Fs in their classes, and who stopped attending before the end of the semester, will be identified as having withdrawn without official notification. The student will be responsible for repaying any funds they have not earned.

Refunds and repayments to the Title IV programs on behalf of student financial aid recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. PLUS loan
4. Federal Pell Grant
5. FSEOG

Students will be notified within 30 days of the Financial Aid Office's determination of the unofficial

withdrawal. Once the student is notified that he or she owes a repayment of federal funds, he or she must respond with payment within 45 days. After the 45 days, the student's portion of the repayment will be referred to the U. S. Department of Education as an overpayment. The student will then become ineligible for federal aid.

STUDENT RIGHTS FOR FINANCIAL AID

Equal Determination of Awards. Student financial aid at Southeast Arkansas College is awarded on the basis of a uniform method of determining need and in accordance with various federal rules, regulations, and laws governing the various aid programs. Each student is given equal and individual treatment in determining eligibility. You are encouraged to contact the Financial Aid Office with any questions about eligibility determination.

Appeal Procedure. If you have questions about your financial aid or feel you have not been given adequate consideration, please come to the Financial Aid Office and discuss this with the Financial Aid Advisor. Appeals concerning Satisfactory Academic Progress must be submitted within ten (10) days of the beginning of each semester. The appeal will be presented to the Financial Aid Appeals Committee that will evaluate the request based on the student's written statement and supporting documentation. The Financial Aid Appeals Committee's decision is final.

STUDENT RESPONSIBILITIES FOR FINANCIAL AID

Cancellation of Aid. Your student aid may be canceled and future applications refused consideration if you do any of the following:

1. Provide false data or falsify information
2. Fail to provide complete information/data
3. Enroll in fewer than the minimum hours required for your type of aid
4. Fail to report a change in financial resources
5. Fail to fulfill the satisfactory academic progress requirement
6. Use financial aid funds for expenses that are not related to education
7. Are terminated from a work-study position
8. Withdraw from the college

Receipt of Additional Financial Aid Funds. If you receive additional financial aid funds to assist with educational expenses, you must notify the Financial Aid Office immediately. This includes scholarships, private funds or other sources of assistance made available to you.

Change in Financial Resources. If your financial circumstances change after an award has been made, you must inform the Financial Aid Office immediately. Documented changes may produce changes in your eligibility status and the amount of financial aid you receive. Changes resulting in a larger income must be reported as well as those resulting in a lower income. A worksheet is available from the Financial Aid Office that will assist the College in determining what action should be taken.

Change of Name or Address. You must notify the College if your name or address changes while you are attending Southeast Arkansas College. If you are a loan recipient, it is your responsibility to notify the College and your lender of any name or address change while you are repaying the loan, even if you are no longer attending Southeast Arkansas College.

Loan Repayment. It is your responsibility to repay all loans made through the Southeast Arkansas College Financial Aid Office. You should carefully read the Master Promissory Note (MPN) before signing the promise to repay loan funds.

Management of Funds. Student financial aid is normally awarded for an academic year; therefore, you will receive your funds in one or more disbursements each semester. Disbursements will be made approximately four to six weeks after the beginning of classes. You will need to manage your financial aid funds carefully so they will last the entire semester; if you spend carelessly, you may find yourself without funds before the semester is over.

Over-award. If you receive more financial aid than is needed to cover your educational costs, this is called an over-award. Failure to tell the Financial Aid Office about outside financial resources or help may result in your receiving an over-award. If you receive an over-award, you may have to repay part or all of the financial aid received from the College. Be sure to include all of your financial resources on your aid application; and notify the Financial Aid Office of new financial resources after the award has been

made so that you can avoid an over-award.

Selective Service Certification. You must certify that you have registered for the Selective Service if you are required to do so.

Student Aid Program Requirements. Each financial aid program has specific conditions, and it is your responsibility to carefully study and learn these conditions. Specific conditions for eligibility and receipt of each program are in this guide and your award letter.

Withdrawal from the College. You must complete an official withdrawal form if you withdraw from the College. This form must contain your signature, the Financial Aid Advisor's signature, and be turned into the Registrar's Office to be valid. Official withdrawal forms are available in the Registrar's Office. Failure to officially withdraw from a course or the College will cause a failing grade of "F" to appear on your transcript for the course.

FEDERAL WORK STUDY STUDENT EMPLOYMENT

Southeast Arkansas College participates in the Federal Work-Study program. Federal Work-Study is a campus-based program that provides part-time, on-campus employment or off-campus employment in community service activities. Student workers may work a maximum of 20 hours per week. An institution of higher learning must pay students employed under the Federal Work Study program at least the federal minimum wage or the state minimum wage, whichever is higher. Effective January 1, 2016, the Arkansas minimum wage is \$8.00 per hour, and will increase to \$8.50 per hour on January 1, 2017.

Federal Work-Study is need-based and eligibility is determined using information from the FAFSA report. Students applying for Work-Study must be maintaining Satisfactory Academic Progress and must be enrolled a minimum of six semester credit hours.

Applications for Federal Work-Study jobs are available from the Financial Aid Office. The completed application should be presented to the Financial Aid Office for eligibility verification. The application will then be forwarded to the Federal Work-Study program administrator for consideration of employment.

FEDERAL STUDENT LOANS

Student loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan and Parent (PLUS) Loan.

To apply for a student loan, a student must first complete the FAFSA. The subsidized loan is considered first because the federal government pays the interest on the loan while the student is enrolled in school at least half-time and during the six-month grace period. The unsubsidized loan is considered next, and the borrower will be responsible for the interest on the loan. Parents wishing to borrow a PLUS Loan for their dependent child's educational costs may borrow up to the Cost of Attendance less any other anticipated financial aid awards.

Student loan interest rates are set each year by Congress. As of July 1, 2015 interest rates for both subsidized and unsubsidized loans is set at 4.29%. Another cost of borrowing under the Direct Loan programs is the origination fee, which is currently 1.068%, effective October 1, 2015. The Parent PLUS Loan has an origination fee of 4.272% for loans disbursed on or after October 1, 2015. The Financial Aid Office has many forms of printed information that may be used to make an informed decision about borrowing money for educational costs. A helpful internet website is <http://studentaid.ed.gov>. Interest rates for the upcoming year are announced on or before July 1 each year.

Loan Limits: The maximum subsidized loan allowable for the classification of freshman is \$3,500 per year, and the maximum subsidized loan allowable for the classification of sophomore is \$4,500 per year. In addition, dependent students may borrow an additional \$2,000 in unsubsidized loan funds each year. For independent students and dependent students whose parents were denied a PLUS Loan (due to adverse credit or other documented exceptional circumstances), the annual loan limit for additional unsubsidized loan funds is \$6,000 a year.

1. In order to complete an application for a student loan, a borrower must have completed the FAFSA. Before completing the student loan application, a student must complete a Student Loan Entrance Interview. This interview is available online at <https://studentloans.gov> and explains all of the rights and responsibilities for a student loan.
2. Federal student loan requests are based on grade level, annual borrowing maximums, and total loan limits. Students are encouraged to borrow only what is needed to pay for educational expenses. Loans may be certified for less than the maximum amount for the grade level.
3. Federal student loan requests must be prorated if a student's academic program is shorter than an academic year or when a student is enrolled in a program that is one academic year or more in length

but the remaining period of study is shorter than an academic year. No changes will be made after certification. Students enrolled less than half-time time are not eligible to receive a student loan.

4. Loan maximums are for a calendar year. A student, if eligible, may borrow the applicable yearly maximum loan amount during a period between July 1 and June 30.
5. For loan-borrowing purposes, a freshman is considered to be anyone who has successfully completed up to 29 semester credit hours. A sophomore is anyone who has successfully completed 30 or more credit hours.
6. First-year, first-time borrowers may not collect the proceeds of their first loan disbursement until 30 days after the beginning class day for their first semester of enrollment.
7. Loan applications must be completed by the student and the Southeast Arkansas College Financial Aid Office before the last full week of the semester. After this time, the Financial Aid Office cannot guarantee that the loan certification or origination will take place within the required timeframe for an eligible late disbursement to be made.
 - Developmental coursework prepares a student for college-level work. If a student is enrolled solely in developmental courses, he/she is not considered to be enrolled in an eligible program for the receipt of FSA funds (including student loans). However, if the student is admitted into an eligible degree program and takes developmental coursework within that program, he/she is considered to be a regular student and may receive student loan funds, even if he/she is taking all developmental courses before enrolling in any regular classes.
 - Students with a prior student loan balance will be subject to the loan limits of the various loan programs for the current classification (freshman, sophomore). Transfer students must transfer a minimum of 30 credit hours toward their degree at Southeast Arkansas College in order to borrow at the sophomore level. Students with a loan balance above the maximum annual or aggregate loan limit may not apply for additional student loan funds.

FINANCIAL AID PROGRAMS AND SCHOLARSHIPS

ARKANSAS STATE AID, Arkansas Department of Higher Education (ADHE)--Complete one application to determine eligibility for **ALL** ADHE scholarships listed below. Application deadline is June 1 unless noted otherwise. Application is available online at <http://scholarships.adhe.edu/>. Click Start. Students must also complete the FAFSA at www.fafsa.gov.

ADHE Academic Challenge Scholarship (Non-traditional) - This scholarship is open to non-traditional students who are Arkansas residents. Students must have a 2.5 GPA and/or certain test scores to be eligible. This scholarship provides funds to full-time and part-time students enrolled in at least six (6) hours.

ADHE Academic Challenge Scholarship (Traditional) - This scholarship is open to graduating high school seniors demonstrating academic achievement (ACT score of 19 and/or a grade point average of 2.5). It provides funds for full-time students and has specific enrollment requirement for full-time students.

ADHE Governor's Distinguished Scholarship - This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or those who are named National Merit Finalists or National Achievement Scholar. It pays tuition, mandatory fees, room and board up to \$10,000 per year. **Applications must be submitted to ADHE by February 1.**

ADHE Governor's Scholars -This scholarships is awarded to graduating high school seniors for outstanding academic achievement and leadership. **Applications must be submitted to ADHE by February 1.**

ADHE Higher Education Opportunity Grant (GO! Grant) - This grant is awarded based on financial need and provides funds to full-time and part-time students enrolled in at least six (6) hours. Eligibility is based on the family's adjusted gross income as reported on the Free Application for Federal Student Aid (FAFSA). The grant is available to Arkansas high school graduates or GED recipients.

ADHE Law Enforcement Officers' Dependents Scholarship (LEO) - This scholarship is a waiver of tuition, fees, and room/board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty

ADHE Military Dependents Scholarship (MDS) - This scholarship is a waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed, were missing in action, were prisoners of war, or who are totally and permanently disabled.

ADHE State Teacher Education Program (STEP) - This scholarship provides assistance for eligible teachers with repayment of outstanding federal student loans. The program is available to Arkansas educators who graduated after April 1, 2004, have unpaid federal student loan balances, and teach in a geographic and/or subject shortage area or are minorities. Assistance may be granted for up to three years.

ADHE Teacher Opportunity Program (TOP) - This award offers tuition reimbursement grants to Arkansas teachers and administrators. Teachers and administrators may apply for reimbursement of out-of-pocket expenses paid for up to six (6) college credit hours completed for each academic year, not to exceed \$3,000.

ADHE Arkansas Workforce Improvement Grant (WIG) - This grant is funded by the Arkansas Department of Higher Education and awarded by the College. Apply early, limited funds are available. Eligible students must be 24 years of age or older on the first day of the semester, complete the FAFSA, enroll in at least 3 hours, be an Arkansas resident, and maintain Satisfactory Academic Progress. The actual award is based on available funding, the number of hours enrolled AND unmet need. To calculate eligibility: Tuition/fees – Pell award = WIG eligibility up to \$1000 each semester.

SEARK COLLEGE INSTITUTIONAL SCHOLARSHIPS

Applications are available at <http://seark.edu/financial-aid/scholarships-and-web-resources> unless noted otherwise.

SEARK Academic All-Star Scholarship - Students may apply if you meet the minimum criteria: **1)** currently enrolled and expect to be enrolled through spring 2017, **2)** complete a minimum of 24 hours towards an associate degree by June 1, 2016, **3)** cumulative 3.25 GPA, **4)** will graduate with associate degree by summer 2017, **5)** plan to transfer to a four year university within the state of Arkansas. Two letters of recommendations from college officials (professor, club sponsor, etc.) are required with the application. If chosen, you will receive \$500 at SEARK for 2016- 2017. This scholarship is recognized by most four-year Arkansas universities and will enable you to receive transfer scholarships of varying amounts. Application deadline is April 30, 2016.

SEARK College Arkansas Scholars Scholarship - designed for graduating seniors who have completed the high school core curriculum in eight, consecutive semesters and meet certain eligibility requirements. This scholarship will provide tuition, up to 15 credit hours per semester, for one school year (fall and spring). Interested applicants should inquire at the College's Admissions Office for more information.

SEARK College Foundation Scholarship - established four scholarships for students attending Southeast Arkansas College. This scholarship will be available each fall and spring semester. The scholarship requires a recommendation from a SEARK College instructor and a completed application by the student. Students must have at least a cumulative 2.0 grade point average, completed 12 credit hours and enrolled in at least 6 credit hours the subsequent semester. There are four \$300 scholarships available [2-Nursing and Allied Health, 2-Technical Studies and 2- General Studies (1-English and 1- Math/Science)] for each academic department at SEARK College. For more information, contact the Office of Academic Affairs in the Welcome Center, room 749.

SEARK College High School AP Course Concurrent Enrollment Scholarship - Concurrent Credit allows the college-ready high school student to attend class at a partner high school and earn BOTH COLLEGE and HIGH SCHOOL credit, *while still in high school*. Concurrent courses are offered at Dollarway, Watson Chapel, White Hall, and Pine Bluff high schools. Any Arkansas high school student who meets the regular admission standards for Southeast Arkansas College is eligible. SEARK offers a full scholarship for all tuition and fees, no charge for you to attend. Visit our website, <http://seark.edu/academics/concurrent-credit-3> AND speak to your high school counselor.

SEARK College Leadership Scholarship - intended for a graduating senior from one of the College's six-county service areas who has achieved academically throughout high school and has had outstanding participation and leadership in school activities. This is a half-tuition scholarship, up to 12 credit hours per semester, which pays for one academic year (fall and spring). Application deadline is April 30.

SEARK College Non-Traditional Student Scholarship - available for students at least 25 years of age residing within the College's service area, including Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. Student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. Application deadline is August 1.

SEARK College Trustee Scholarship - available for High School graduates in the College's service area including, Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Applications may be obtained from the High School Counselor's Office or the Admissions Office at the College. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. Student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. Application deadline is April 30..

SEARK COLLEGE TUITION WAIVERS

- Tuition waivers are based on the in-state tuition rate per credit hour
- Status on first day of class determines eligibility for waiver
- Apply early to help with registration expenses
- Waiver is for tuition only and does not apply to non-credit classes, assessment fees, books, or any other fee collected by the College, the student is responsible for these charges.

Applications are available on-line, <http://seark.edu/admissions/tuition-waivers>

SEARK Age Exempt Tuition Waiver: Upon review of admission to SEARK College, Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at SEARK College without a tuition charge.

SEARK ADJUNCT Employee/Spouse/Dependent Tuition Waiver: Upon admission to SEARK College, all SEARK College **ADJUNCT** employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College during the semester of employment.

SEARK Employee, Spouse, Dependent Tuition Waiver: Upon admission to SEARK College, all full-time SEARK College employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for Southeast Arkansas College credit courses.

Jefferson County School District and Correctional Officer's Tuition Waiver: Upon admission to SEARK College, all full-time public and private school district faculty and staff, and full-time officers of correctional institutions employed within Jefferson County may qualify for a tuition waiver of up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

Public Safety Employee Tuition Waiver: Upon admission to SEARK, all full-time municipal and county public safety officers and firefighters within our six county service area – Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties may qualify for a tuition waiver. Public Safety officers and firefighters include: city fire department city police department, county sheriff's office and SEARK security. Does not include officers of correctional institutional or other educational institutions police department employees or security officers.

US Veteran Tuition Waiver: Upon admission to SEARK College, a certified US Veteran may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

OTHER SCHOLARSHIPS FOR SEARK STUDENTS

Abbott Scholarship – authorized by the Pine Bluff Area Community Foundation. Students must be enrolled full-time with at least a 2.50 GPA. Preference is given to Pine Bluff residents or nearby communities. Application deadline is March 15. To apply, go to <http://arcf.org/Students/BrowseScholarships.aspx>.

W.E. & Diane Ayres Scholarship - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to nontraditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 2.00 or above. Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30.

Daughters of the American Revolution (DAR) Scholarship - offered by the Pine Bluff Chapter of the Daughters of the American Revolution, this scholarship is awarded to a female student who has successfully completed at least one semester at SEARK College, has a 2.5 GPA or better, is seeking an Associate of Arts degree, and meets certain other eligibility criteria. One scholarship will be awarded every spring. Applications are available in the Financial Aid Office and accepted January 1 – February 1.

Kiwanis Club of Pine Bluff – \$1,000 - Available for a Jefferson County high school graduate pursuing a Technical Certificate in Health Sciences at SEARK. Student must have 1) 3.00 GPA & 18 or above ACT score, 2) have outstanding participation and leadership in school activities, 3) a one page personal statement on Educational Plan and Professional Goals. Two letters of recommendations from math or science teachers, (professor, club sponsor, etc.) are required with the application. Applications are available in the Financial Aid Office. Mail application and all supporting documents to the address provided on the application before April 15th.

Joyce Ragland-Vance Scholarship – This academic scholarship is valid for full-time student enrolled in the LPN to RN (Generic) program at SEARK College. Recipients must be 25 years or older, who resides within the College's six-county services area. Application deadline is May 30 and November 30.

James & Maude Ryburn Memorial Scholarship - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to nontraditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 3.00 or above and an ACT score of 19 (or the equivalent **COMPASS** score). Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30 or as funds are available.

William A. Strong, Sr. Scholarship – Recipient must be a full-time student who has completed at least one semester at SEARK College with at least a "B" average. Student must be majoring in one of the following programs: **Drafting and Computer Aided Design Technology; Electro-Mechanical Systems Technology, or Welding Technology.** The must be at least 18 years of age at the beginning of the fall semester and reside within the College's six-county service area. Application deadlines are May 30 and November 30.

West Pine Bluff Rotary Club Scholarship - is awarded by the Rotary Club of West Pine Bluff in the amount of \$500.00 to a deserving SEARK College student. This academic scholarship is awarded to a current student and is valid for full-time enrollment (minimum 12 semester credit hours) in a two-year Associate of Applied Science Degree technical career program or an Associate of Arts Degree academic transfer program. Applications are available in the Financial Aid Office and the deadline is August 1.

OTHER FINANCIAL AID RESOURCES

Listed below are some other scholarships you may apply for. Additional scholarship opportunities may be located by checking local newspapers, contacting your employer or your parent's employer, businesses, industries, libraries, and public agencies.

The Southeast Arkansas College Financial Aid Office will process any scholarship you receive once funds are received from the sponsoring organization.

AASFAA Scholarship - the Arkansas Association of Student Financial Aid Administrators (AASFAA) will award at least two non-renewable \$500 scholarships to Arkansas students planning to attend member institutions. Scholarship winners must be enrolled at least half time in the upcoming fall semester in a program that leads to a college degree or certificate at an AASFAA member institution. Winners will be selected at a random drawing during the spring AASFAA Conference. All applications must be postmarked by April 1 of each year. Any application postmarked after April 1 will not be considered. **Limit one entry per person.** Applications are available in the Financial Aid Office.

American Cancer Society's Mid-South Division Scholarship - awarding college scholarships to young cancer survivors pursuing an undergraduate degree from an accredited university, community college or vocational/technical school. The application deadline is February 1, and packets are mailed to students upon request. For more information, contact the American Cancer Society at 1-800-ACS-2345 or visit www.cancer.org.

ARK-LSAMP Grant - administered through the National Science Foundation (NSF). This grant is for minority students in Science, Technology, Engineering, and Mathematics (STEM) areas. The program consists of a summer academy, mentoring, and research internships for students. The Arkansas Louis Stokes Alliance for Minority Participation (ARK-LSAMP) is a collaborative alliance of eight Arkansas institutions, with the goal of increasing the pool of graduates in STEM disciplines. For more information,

contact the Office of Academic Affairs in the Welcome Center. Applications are also available in the Financial Aid Office.

Arkansas Community Foundation - Arkansas Community Foundation manages more than 100 private scholarship funds created by individuals, families and companies. You may search for scholarships by major and/or level of study. <http://arcf.org/Students/BrowseScholarships.aspx>

Arkansas Governor's Commission on People with Disabilities - This scholarship is offered to outstanding disabled Arkansans. Visit www.ace.arkansas.gov for more information and application.

Arkansas Rehabilitation Services, 2703 W. 28th Ave, Pine Bluff, AR 71603 Phone: (870) 534-2404 Tuition and/or book assistance for students with disabilities. Apply early due to limited funding. For more information, view <http://ace.arkansas.gov/arRehabServices/aboutARS/Pages/default.aspx>

Arkansas Workforce Center, 1001 South Tennessee Street, Pine Bluff, AR 71601 Phone: (870) 534-1920. Offers various programs for retraining. For more information, view <http://dws.arkansas.gov/index.htm> There are at two programs offered and include; the **Workforce Investment Act (WIA)** which provides assistance for retraining for degree programs that are in demand; and, **Dislocated Workers Program** – Provides training funds for tuition, fees, supplies and books to workers who have been laid-off or have been notified that they will be terminated or laid off.

Arkansas Career Pathways, 1900 Hazel Street, Pine Bluff, AR 71603 Phone: (870) 850-3061 or (870) 850-4823. This is program designed to assist students with transportation, childcare, and/or tuition and fees. Students must have custody of a child under the age of 21, be a former/current recipient of TEA cash assistance: or a current recipient of Food Stamps, ARKids or Medicaid: or earnings are at the 250% Federal Poverty Level or less. For more information, view <http://www.seark.edu/academic-support/career-pathways>.

Arkansas High-Tech Scholarship - awarded to selected students enrolled in eligible postsecondary technical programs. Preference is given to graduating high school seniors that are Arkansas residents and US citizens. Applicants must have a minimum 2.5 GPA and ACT composite score of 19 or above. The application deadline is July 1. Additional information and application may be found at: <http://ace.arkansas.gov/cte/pages/hightechscholarship.aspx>.

Arkansas National Guard Tuition Incentive Program - tuition assistance program for active members of the Arkansas Army/Air National Guard who are Arkansas residents. Soldiers may be awarded up to \$5,000 per academic year, depending on actual enrollment. Applications may be obtained from their unit commander's office or by logging onto <http://www.arguard.org/Education/ta.asp>.

Miss Arkansas Pageant Scholarship – available to the winner and first and second runners-up in the Miss Arkansas Pageant. The winner's scholarship is \$750 per semester for two years. The first and second runners-up to the crown will receive \$750 for two semesters. Visit <http://www.missarkansas.org/> for more information.

National Merit Scholarship – Students in 11th grade may be eligible for the National Merit Scholarship program and other programs that use PSAT/NMSQT (Preliminary **Scholastic Aptitude Test**/National Merit Scholarship Qualifying Test) **scores**. To determine eligibility, the PSAT/NMSQT test must be taken in October of your Junior year. If your school does not participate in giving the test, the student has to request to take the PSAT at a participating school. Eligibility for these awards are tuition/fees, and possibly room/board. More information, visit <https://www.collegeboard.org/psat-nmsqt>.

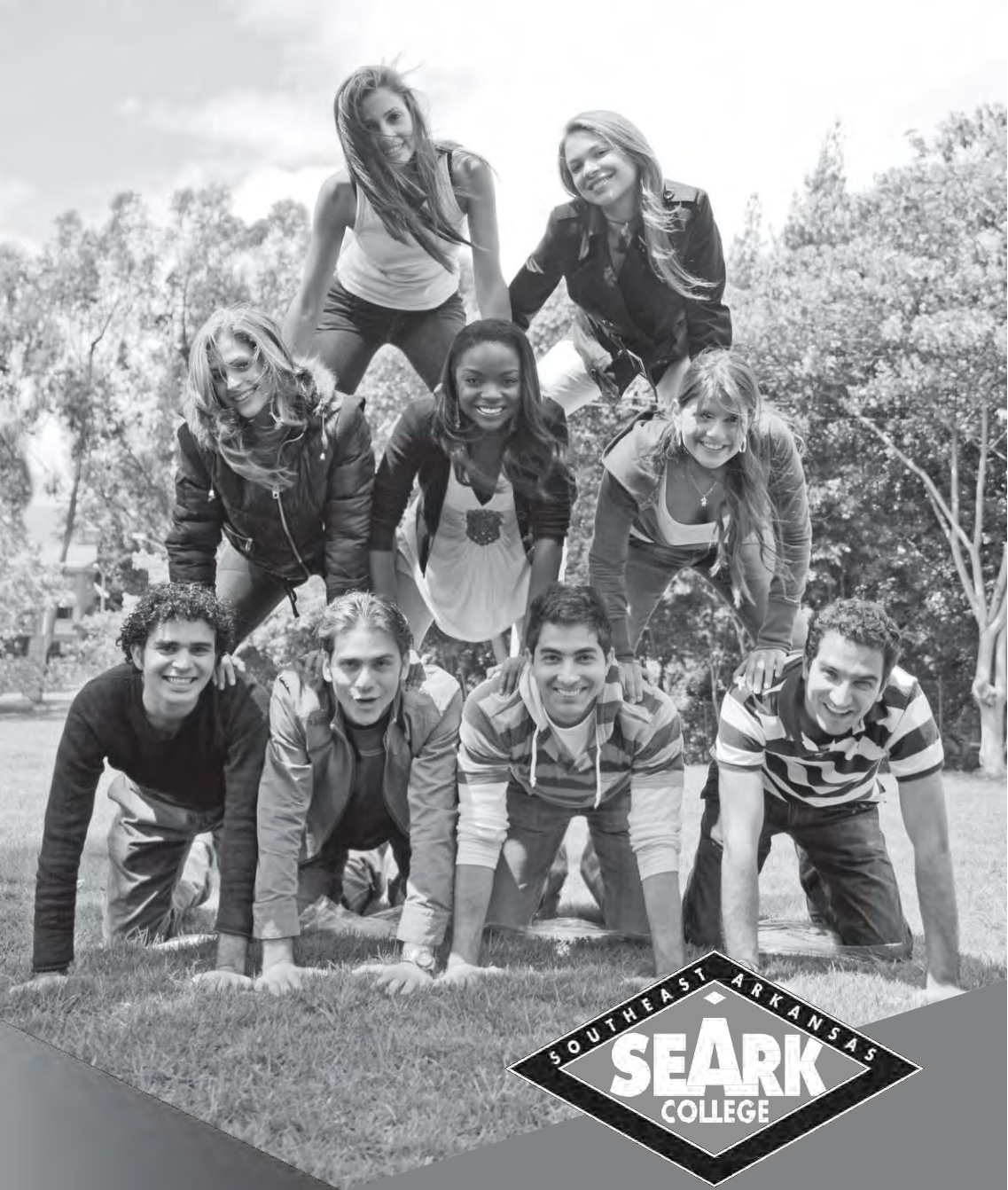
Potlatch Undergraduate Scholarship Program - available for students living within 30 miles of certain Potlatch facilities and pursuing a two-year or four-year program of study leading to a degree. Applications may be requested by e-mail at foundation@potlatchcorp.com. The deadline for the scholarship is February 10.

Single Parent Scholarship - awarded to eligible single parents who have primary custodial care of at least one minor child, live in Arkansas, and are current or future undergraduate students. Other criteria may apply and varies by county. More information can be found online at www.aspsf.org.

Trade Adjustment Act (TAA) – administered through the Department of Workforce Services. Assistance through this source is a benefit for workers who lose jobs or whose hours of work and wages are reduced as a result of increased imports. TAA includes a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Visit www.dws.arkansas.gov for more information.

Transfer Student Scholarships - Most four-year Arkansas institutions offer a transfer scholarship to students who complete an associate degree. At the beginning of your sophomore year, start researching

transfer scholarships for each four-year school you are interested in attending to review qualifications and the deadline date to apply. You should also make plans to attend the SEARK Transfer Day for more information. This event is held during the Spring semester by the Registrar's Office.



Student Handbook

Southeast Arkansas College

2015-2016 STUDENT HANDBOOK

STUDENT SERVICES

PLACEMENT, PROGRAM ENTRANCE, and SKILLS ASSESSMENT TESTING

The **COMPASS** placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The **COMPASS**, an untimed computerized placement test, is available daily in the Intake Testing Center located in the Student Services Building, Room 142. An on-line orientation and tutorials to prepare for the **COMPASS** test are available through the SEARK College home page.

Program entrance testing including the PAX Practical Nursing Program entrance test and the Kaplan RN Program entrance test are scheduled through the Allied Health Department and administered through the Tutoring and Testing Office located in the Library and Center for eLearning.

Skills assessment testing including the WorkKeys test for the Arkansas Career Readiness Certificate, the Keyboarding test, and the Collegiate Assessment of Academic Proficiency (CAAP) test are scheduled and administered through the Tutoring and Testing Office.

CHANGE OF ADDRESS OR NAME

Each student is expected to keep the Registrar's Office informed of his or her current residence, mailing address, and telephone number.

A student whose name is legally changed because of marriage or other reasons should so notify the office to prevent possible errors.

Legal documentation of a name or social security number change is required. Failure to notify the College of changes in information may result in undelivered grades, registration notices, invitations, and official correspondence.

STUDENT RETENTION & ADVISEMENT CENTER

The Student Retention & Advisement Center, located in the Student Services Building, brings together access to a full range of economic resources to help students address their needs and concerns. Referrals are made on campus and off campus accordingly. New students entering SEARK College will be advised for their first semester course work in the center. Assistance with enrolling through WebAdvisor will also be administered. The Center provides students with career planning assistance and job referrals when available. Utilizing various computerized career planning systems, guidance and information on selecting careers, related occupations, educational opportunities, and job-seeking skills are provided in the center.

Books, pamphlets, individual assistance, and Lecture Series are available to strengthen the students' employability skills in the areas of interview preparation, resume' development, and job search skills.

The Student Retention & Advisement Center assists students in applying for part-time and career positions. Also, full-time and part-time job openings are posted in the Center. Students interested in employment should contact the Center or review the job vacancies listed on the bulletin board. In addition, the Internet may be accessed to check career-related websites for job placement assistance.

COUNSELING

Counselors are trained to provide personal, academic, and career counseling services. Students often seek counseling services for the following reasons:

- Academic degree and transfer planning
- Academic Probation and Suspension
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety and depression
- Crisis intervention
- Community referrals
- Career planning and exploration

Except for the designated holidays, Counseling Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; 8:00 a.m. - 6:00 p.m. on Tuesdays. The Counseling Office is located in the Student Services Building.

VETERANS' SERVICES

Military service veterans and sons, daughters, wives, widows, widowers, and husbands of deceased or 100 percent disabled veterans should contact the Counselor's Office. Eligible Southeast Arkansas College students may qualify for "GI Bill," Vocational Rehabilitation, "War Orphans," and other types of VA assistance.

Veterans using veterans' benefits should be aware of VA regulations governing academic standards and attendance. No payment of educational benefits will be made for auditing a course or for a course which is not used in completing graduation requirements.

HANDICAPPED STUDENT FACILITIES/SERVICES

Facilities and services are available to handicapped students. If additional services are needed, you are encouraged to visit with one of our counselors or your instructors to discuss your individual needs. The Disability Counselors are located in the Student Services Building. Handicapped parking is designated on the North, South, and East parking lots and in lots for adjacent campus buildings.

DISABLED STUDENT SERVICES

The College is committed to providing support to students in need of special accommodations to the extent that is reasonable and possible. Forms to request special accommodations may be picked up in the Disability Counselor's Office located in the Student Services Building. Documentation of special needs is required.

SUBSTANCE ABUSE PROGRAM

Southeast Arkansas College recognizes that drug and alcohol abuse can cause mental and physical health problems that can threaten lives, disrupt programs of study, and shatter families. Pamphlets are available on the many risks involved and the counseling, treatment, and rehabilitation programs that are available in this area. Additional information will be available in the form of videos and special program presentations throughout the year.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The SEARK College Student Government Association (SGA) works throughout the academic year to:

1. Serve as the representative body of students enrolled in the college with the primary purpose of providing an opportunity for the active participation of students in the affairs of the college.
2. Provide a forum for the continuous exchange of ideas and opinions among the students, faculty, and staff.
3. Discuss issues of concern to students and provide advice and recommendations to the Vice President for Student Affairs for consideration.

Definition: Students are defined as any person officially enrolled in one or more credit courses of the college.

Membership: The SGA is comprised of six (6) duly elected members of the student body. These six elected members will represent the technical and academic programs with representatives from each area. Additionally, the president, chairperson, or other duly elected representative of each officially recognized student club or organization of the college will serve on the SGA. The following eligibility criteria pertain to all students chosen by election or appointment from a student organization:

- a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
- b. Shall be in good standing academically and socially.
- c. Shall execute all duties of any position held within the SGA.
- d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

Terms: Members shall be elected for one-year terms commencing no later than September 15 of each year.

Officers: No later than October 1 of each year, the newly chosen members of the SGA shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

Meetings: The SGA will meet a minimum of twice per semester (September, November, February, and April). Additional meetings may be called by the chairperson, resource person, advisor, or college president.

Operating Guidelines: The General Guidelines for Council and Committee Operation will apply to the SGA.

Advisor: Counselor

Resource Person: Vice President for Student Affairs.

ALPNA STUDENT DIVISION

SEARK College's Arkansas Licensed Practical Nursing Association (ALPNA) Student Division's goal is to promote a strong, positive image of the practical nurse while advancing the technical skill level of the profession. The Student Division of ALPNA promotes technical skill development through competitive activities at the state level. All students accepted in the SEARK College Practical Nursing program are eligible and strongly encouraged to join ALPNA.

ARKANSAS STUDENT NURSES ASSOCIATION (ASNA)

The Arkansas Student Nurses Association (ASNA) is a chapter of the National Student Nurses Association (NSNA). Membership in the Southeast Arkansas College ASNA is open to students who have declared nursing (LPN/Paramedic to RN) as a major.

ASSOCIATION OF SURGICAL TECHNOLOGISTS

Students at SEARK College are encouraged to hold membership in the Association of Surgical Technologists (AST). The primary purpose of (AST) is ensuring that surgical technologist have the knowledge and skills to administer patient care of the highest quality. This is accomplished through accreditation: there are nearly 150 accredited programs to educate the surgical technologists by providing the skills and knowledge necessary to perform duties as a scrub technician in the surgical suite, certification: demonstrates that the Surgical technologist has a broad general knowledge of the field and can perform the required duties in virtually any surgical suite in the nation, and education: requirements of the surgical technologist are designed to ensure a high standard of continued professional competence and quality patient care.

BAPTIST COLLEGIATE MINISTRY

The Baptist Collegiate Ministry at Southeast Arkansas College is opened to all students, faculty, and staff. The purpose of the BCM is to encourage Christian fellowship, develop biblical leadership skills, and provide Bible study. There will also be opportunities for participation in service and ministry projects and guidance available as students face crisis and critical choices in life. Meetings are Thursdays at noon with a free lunch.

GAMING CLUB OF SEARK COLLEGE

The primary purpose of this organization is to provide a means for students passionate about gaming to meet and get to know each other as well. This organization will also host and plan gaming events/movie events for SEARK students. Membership is open to any current SEARK student. Must attend the College at least part-time for the current semester with a minimum of 2.0 grade point average (GPA).

PHI THETA KAPPA

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.

RESPIRATORY THERAPY CARE CLUB

The purpose of the Respiratory Therapy Care Club is to unite the first and second year students in the respiratory care program with a common interest in respiratory care. Membership is open to any student who has been accepted into the respiratory program and is in good standing with SEARK College.

SEARK COLLEGE RADIOGRAPHY STUDENT ASSOCIATION

The purpose of this association is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care; and to further the welfare and socioeconomics of radiologic technologies. All SEARK Radiology students qualify for membership of this organization. Must attend the College at full-time for the current semester with a

minimum of 2.5 GPA.

SEARK COLLEGE STUDENT AMBASSADORS

The Student Ambassadors' mission is to conduct campus tours, assist Student Affairs, and assist the Office of the President in activities and campus events. As volunteers, the SEARK College Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection include a personal interview and one letter of recommendation, 2.5 cumulative Grade Point Average, and enrollment as a full-time student for at least one semester. The student must have earned at least 12 credits at Southeast Arkansas College.

SEARK CRAFTING GUILD

The SEARK Crafting Guild is a student organization that teaches do-it-yourself crafts. Classes will involve learning different crafting techniques. Membership is open to any SEARK student.

SEARK COLLEGE CRIMINAL JUSTICE ASSOCIATION (SCCJA)

The purpose and objective of this club is to generate interest in the Criminal Justice program by engaging students in tours, public service, SEARK College events and community volunteer programs. Membership shall be open to all declared Criminal Justice majors upon payment of the lifetime membership fee.

STEM CLUB

The Science Technology Engineering and Mathematics Club (STEM Club) mission is to encourage students to gain a strong interest in the areas of: science, technology, engineering, and mathematics. In addition the Science, Technology, Engineering and Mathematics Club shall create avenues for research, career advisement and education; and promote academic and professional networking.

GENERAL INFORMATION

PRIVACY RIGHTS OF STUDENT

Under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), students may request to examine the institutional records pertaining to them. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Southeast Arkansas College keeps the following types of records or information on students:

1. Original application for enrollment.
2. Attendance.
3. Grades and progress reports.
4. Counseling notes.

These records are kept in the Registrar's Office. A written request to look at the records will be granted within a reasonable period of time that does not interrupt the normal work of the office.

If a student feels that a record is inaccurate or misleading, the student will be given an opportunity to discuss the matter with the Vice President for Student Affairs.

Data from any student record cannot be released without student consent in writing except:

- School personnel who need information.
- Other schools where student may be seeking enrollment.
- Student's application for financial aid.
- Accrediting organization.
- Research studies for developing tests, administering student aid, improving instruction.
- Oral communications not based on educational records.
- Protection of health and safety to others.

- State and Federal educational authorities. Directory Information:*
- a. Name
- b. Dates of attendance.
- c. Major Field of study and official school activities.
- d. Degrees and awards.
- e. Most recent school attended.

If a student gives the name of an employee at Southeast Arkansas College as a reference for prospective employers, or wants the college to release information other than directory information **(including an Official Student Transcript)**, the student should complete a release form. Release forms are available in the Registrar's Office.

Southeast Arkansas College assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

SMOKE FREE CAMPUS

Smoking and tobacco, including e-cigarettes, use are prohibited in or on all facilities, areas, and equipment of the Southeast Arkansas College campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, hallways, college-owned or -leased vehicles, garages, restrooms, cafeteria or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, courtyards, entrance and exit ways, and any other areas of the College campus. This policy applies to all students, faculty, staff, consultants, contractors, and visitors

STUDENT CENTER

The Student Center, located in College Hall-Commons, is designed for student group meetings and free hours between classes. Food, beverages, snacks, clothing, school supplies and textbooks are available in the Student Center.

COLLEGE OFFICE (BUSINESS) HOURS

College (or business) regular hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. SEARK College may have adjusted hours for the summer and the first two weeks of the semester. Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Summer hours may vary. Extended day and evening class hours and days vary according to the course(s) taken.

TECHNOLOGY SERVICES HELPDISK

Assistance with college technology is available through the Technology Services Helpdesk. Helpdesk hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday; 8:00 a.m. – 6:00 p.m. on Tuesdays. (SEARK College may have adjusted hours for the summer.) The Technology Services Helpdesk is also available through email at helpdesk@seark.edu, and walk-up service is located in the Computing Services building, located next to the Business Services Building.

STUDENT PARKING

Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. Handicapped parking spaces are available in front of each building on the College's campus. All vehicles should be locked. Current Parking Permits are required. **The campus speed limit is 15 mph.**

CAMPUS ALERT SYSTEM

SEARK College has adopted e2Campus as a campus alert and notification system. Participation is through voluntary subscription at no cost to faculty, students, and staff. Subscription information may be found on the SEARK College website, through the College's Technology Services Helpdesk. Campus alerts may be received via e-mail, text message, cell phone calls, and through standard telephone services at the preference of the subscriber.

INCLEMENT WEATHER POLICY

The College will remain open as scheduled whenever possible. In the event that the weather is so severe that the Southeast Arkansas College administration feels that life and property may be in danger, the college president may cancel classes until weather conditions improve. Students should listen to local radio stations and watch KATV Channel 7, KARK Channel 4, and KTHV Channel 11 for college closing information and the Campus Alert System (e2Campus).

TORNADO ALERT

The Campus Alert System (e2Campus), College telephone system, and Buildings and Grounds personnel will be used to alert students and staff of tornado warnings. Procedures to follow include:

At the direction of your instructor, go to an inside room or hall in a glass-free area. Movement to a safe area should be in a quick, orderly manner. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies. SEARK College is included in the Jefferson County Emergency Alert System. Refer to Emergency Response Plan.

FIRE

In case of a fire, a fire alarm will sound or your building will be notified through the College telephone system. Fire extinguishers are provided throughout campus buildings. When an extinguisher is used, the Building and Grounds Supervisor should be notified, and the extinguisher should not be replaced until it has been recharged.

BOMB THREATS

The College telephone system and Buildings and Grounds personnel will be used to alert students and staff of a bomb threat. Movement to a safe area should be in a quick, orderly manner at the direction of your instructor. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies.

CELLULAR TELEPHONES

Cellular telephones are not allowed in classrooms or the College Library and Center for e-Learning on the Southeast Arkansas College campus unless they are placed on vibrate or silent mode, or are turned off during class. Texting is not permitted in class. Lock your phone in your vehicle or leave it at work/home. This also includes Bluetooth headsets and any other form of telephone systems or electronic devices.

CHILDREN ON CAMPUS

Students are discouraged from bringing their children to the SEARK College campus. Children are not permitted in classrooms, labs, or other specialized seminars while classes are in session. Children are only permitted in the Library with direct adult supervision.

LITTER-FREE CAMPUS

Please help make the campus at Southeast Arkansas College as attractive as possible by using disposal containers on the campus and in the classrooms. Discarded food wrappers, cups, cans, gum wrappers, etc., belong in containers and not on the grounds of our campus.

LOST AND FOUND

The Lost and Found Department is located at the Admissions desk in the Welcome Center located in the Administration Building. The College does not assume liability for any lost item.

PAGING DEVICES (BEEPERS)

Paging devices ("beepers") are not allowed to go off in the Southeast Arkansas College classrooms.

STUDENT DRESS

Southeast Arkansas College students are expected to dress in a manner appropriate for responsible adults in an educational and business setting.

TELEPHONE CALLS AND MESSAGES

Use of cellular phones is not allowed in SEARK College classrooms. All electronic devices must be turned off and put away during class.

CLASSROOM AND DEPARTMENT GUIDELINES

Food and drinks are not allowed in the classroom, laboratory areas, or the Library. Students are expected to follow the Classroom Guidelines issued by individual instructors and/or Departments. These guidelines will include first-day handouts, course syllabi (outlines), classroom/laboratory behavior, safety procedures, homework, make-up work, etc.

ACCIDENTS

If an accident occurs on the campus the following procedures should be followed:

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). Automatic External Defibrillators (AED) are available in all buildings for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (**9-911** from a campus phone)
3. Report accident to Campus Security Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs.
4. Call for an ambulance if the victim cannot respond.
5. Complete accident report form. Form may be secured in the Campus Security Office. Refer to the Emergency Response Plan.

SECURITY

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Vice President for Student Affairs Office so that the proper Administrator and the proper Security/Buildings & Grounds personnel can be notified. Employees of the College will be responsible for calling outside assistance, if deemed necessary.

Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week. The Emergency phone number is: 870-557-4211.

Southeast Arkansas College has made a significant investment in computer and communications technology to promote and support the exchange of information both within the College and between the College and the world as a whole. The computer and communications technology available to the faculty, staff, and students at Southeast Arkansas College is provided to support the College's Mission and Goals. Use of these resources must be consistent with the College's Mission and Goals and applicable state and federal laws or regulations.

The following guidelines set forth the basic rules governing campus technology usage. Additional guidelines and/or rules of use may govern computer/network use in individual situations, i.e., departmental computer labs, the Library, various college offices, etc. The Technology Services Department is charged with the overall responsibility for the College's computer and communications technology and will engage in activities necessary to protect the system.

Computer and/or network use is generally restricted to activities that are directly related to the Mission and Goals of SEARK College by the faculty and staff to complete employment obligations and by students to complete course assignments. Students and members of the greater community may use certain College computers for personal research or projects under guidelines set by the applicable College department, or division, i.e. the Library.

All computer and/or network use must conform to federal copyright law (U. S. Code Title 17) and all software license agreements. Computer programs and application software may not be installed, removed, disabled, or altered on SEARK College equipment without authorization from an appropriate official (computer lab supervisor, department head, college dean, vice president, or president) and the Technology Services Department. Programs may not be copied for unauthorized use on other computers.

All computer and/or network use must respect the rights and privacy of others. College equipment may not be used to threaten or harass others, to gain access or attempt to gain access to programs or files belonging to another, to deliberately access pornographic websites, to engage in illegal activities, to disrupt a computer network or system through the knowing distribution of computer viruses, or to conduct for-profit activity.

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services. See Standards of Conduct for Use of SEARK Computers

Please consult the SEARK College website for the full Technology Use Policy for specific policies and procedures.

Arkansas Freedom of Information Act

The electronic files, including e-mail files, of College employees and students are potentially subject to public inspection and copying under the state Freedom of Information Act (AFOIA), Ark. Code Ann. §25-19-101 et seq.

Educational Records

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. §25-19-105 (b) (2). No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

Copyright Policy

Article 1, Section 8, of the United States Constitution, gives to Congress the power to "Promote the Progress of Science and useful Arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." The Copyright Law of the United States of American is contained in Title 17 of the *United States Code*.

Copyright protection is available for published and unpublished works of authorship that are "fixed in a tangible form of expression." This tangible form of expression may require the aid of a machine or device, thus extending copyright protection to works published on the Internet or World Wide Web.

Copyrightable works include the following categories:

1. Literary works,
2. Musical works, including any accompanying words,
3. Dramatic works, including any accompanying music,
4. Pantomimes and choreographic works,
5. Pictorial, graphic, and sculptural works,
6. Motion pictures and other audiovisual works,
7. Sound recordings,
8. Architectural works.

"Copyright is secured automatically when the work is created and a work is considered 'created' when it is fixed in a copy or photo for the first time." It is no longer necessary for a copyrighted work to be registered or to carry a notice of copyright for it to be protected under the Copyright Law.

Included in the U.S. Copyright Law are several provisions for 'Limitations on exclusive rights' which allow the reproduction of copyrighted works in certain situations and under certain conditions. Section 107, Chapter 1, Title 17 provides that the 'fair use' of copyrighted material for purposes such as "criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright."

Certain factors must be considered in determining fair use including:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The Southeast Arkansas College Library makes every effort to comply with the Copyright Law of the United States of America. The Library's responsibility for compliance with the Copyright Law is noted in its Interlibrary Loan Policy. The following warning notice has also been posted on all equipment in the Southeast Arkansas College Library can be used to copy copyrighted materials:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES

(TITLE 17, U.S. CODE) LAW GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

All quoted material is from publications of the U.S. Copyright Office, Circular 1, Copyright Basics or Circular 92, Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code as located at <http://www.loc.gov/copyright>.

STUDENT POLICIES

Statement of Non-Discrimination

SEARK supports the Civil Rights Act of 1964, "Executive Order #11246, Title IX" of the Educational Amendments of 1972, "Section 504" of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Vice President for Student Affairs Office.

Student Code of Conduct

Students, as members of the SEARK college community, are afforded certain rights; but in turn, they are expected to meet certain responsibilities. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The College maintains an academic environment for all without denying opportunities to any. Being unfamiliar with SEARK policies and procedures does not excuse a student from acting responsibly.

A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities.
2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a *Student Activity Request Form* and submit it to the Student Affairs Office least 72 hours prior to the event. The location must be approved by the Vice President for Student Affairs Office.
3. Individual students and student clubs/organizations can publish and distribute items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Affairs Office prior to distribution.
4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Affairs are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at SEARK in their names for use by outside groups/organizations.
5. Student clubs/organizations registered with the Student Affairs Office have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice President for Student Affairs has the right to and cancel a speaker's invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.
6. Student academic records are confidential and subject to existing law. Official records kept at SEARK do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
7. Students are afforded due process when accused of any violation(s) of the regulations of the *SEARK Student Code of Conduct*. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
 - a. A notice in writing of any charges.
 - b. Admit to the alleged violation, waive an appeal, and accept the college's action(s).
 - c. Admit to the alleged violation and request an appeal.
 - d. Deny that the alleged violation occurred and request an appeal.
 - e. A fair appeal heard before an impartial committee.
 - f. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
 - g. Select an advisor who will attend the appeal along with the student.

- h. Call witnesses and present evidence.
- i. Receive a list of witnesses who are to testify against the accused student.
- j. Confront and cross-examine witnesses and/or accusers.
- k. Request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
- l. Appeal to the Student Advocate Appeals Office; and if no resolution occurs, directly to the President of the College.

B. Student Regulations and Rules of Conduct

It is the basic and fundamental responsibility of the college to maintain order using the defined policies and procedures. The filing of a SEARK Application for Admission is regarded as an applicant's intention to abide by the standards and regulations set forth by SEARK. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events except when previously authorized.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on or near campus and at institutionally approved events on-campus/off-campus is strictly prohibited.
3. No person is allowed to physically abuse, verbally abuse, threaten, or intimidate any member of the faculty, staff, student body, or a visitor to the college. Including psychological abuse, social and sexual harassment or coercion.
4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a visitor to the College, or a member of the college community is strictly prohibited.
5. People are not allowed to assemble on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college. SEARK recognizes the right to peacefully assemble. Cause or participate in disruptive conduct that interfered with the educational processes or activities of the College. SEARK recognizes the right to peacefully assemble.
6. Gambling on campus is prohibited.
7. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a properly identified administrator, staff member, or security personnel while the employee is performing his/her duties.
8. Unauthorized entry into or damage to any college facility is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents (written and electronic), records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
10. Clubs/organizations that are not properly registered with the Student Affairs Office are prohibited from meeting or conducting business anywhere on campus.
11. Publications that do not bear the name of the originator or do not adhere to SEARK publication standards cannot be distributed on the SEARK campus.
12. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
13. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that are to be inducted into a club/organization.
14. The unauthorized use of college property/services is strictly prohibited, including creating a fire.
15. Disruptive behavior that interferes with learning on campus is not permitted.
16. The viewing or public display of pornography on campus or campus events is not permitted.
17. Acts of dishonesty, including but not limited to: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any college official or office, forgery, alteration and misuse of any college document, record or instrument of identification.
18. Making threats and/or threatening behavior. Including behavior threatening to property, others or to yourself.

Students accused of violating the Student Code of Conduct are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal

meeting, or an appeal hearing conducted by an academic Dean or the Student Advocate Appeals Office. The college, through the Counseling Offices, may require a student to obtain a release to return to campus and classes from a mental health professional or a medical health professional.

An informal hearing is a meeting between the accuser, the accused and the academic Dean or the Vice President for Student Affairs, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice President for Student Affairs, who makes a final determination.

This may include a directive from SEARK's Counseling Offices to obtain a return to campus and class release from a mental health professional

C. Additional Rules of Conduct

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.
3. The use of tobacco/tobacco products, including e-cigarettes, is prohibited anywhere on the SEARK campus.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books during classes.

Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Student Advocate Appeals Office. These include:

1. An oral admonition/statement.
2. An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
4. Disciplinary probation/exclusion or restrictions from privileges and extracurricular activities.
5. Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Requiring a release from a mental health or medical professional.
8. Suspension/exclusion from classes and privileges for a defined period of time.
9. Expulsion/termination of the club/organizations/student(s).
10. Sanctions as deemed necessary by the Student Advocate Appeals Office.

All disciplinary actions are reviewed by the Student Advocate Appeals Office.

Unusual circumstances (i.e., threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status at SEARK.

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Student Advocate Appeals Office. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.

Cheating and Plagiarism

Cheating includes an attempt to defraud, deceive, or mislead either by means of using unauthorized notes, books, cell phones or other electronic devices; coercion; or misleading the instructor when grades are assigned. All electronic devices must be turned "off" prior to entering the classroom and then placed, along with books and other course materials, under the desk.

Plagiarism is a form of cheating that involves presenting work of another as one's own work. Students are informed of the cheating policy in course syllabi and this handbook. The policy ensures due process for alleged cheating or plagiarism.

Standards of Conduct for Use of SEARK College Computers

Users of the SEARK computer system must adhere to state and federal laws which refers to computer fraud, software piracy, etc., and refrain from:

1. Dishonestly using SEARK computers in activities such as blogging,
2. The disruption/destruction of computer facilities or equipment,
3. The violation of licenses and copyright agreements, SEARK policy and state/federal laws, and,
4. Visiting pornographic sites.

Academic dishonesty is defined in the SEARK Student Conduct Policies. Examples of academic dishonesty include, but are not limited to:

1. Submitting the programs/program documentation of another as one's own work,
2. Obtaining or attempting to obtain unauthorized access to information stored in electronic form, and,
3. Submitting false results of a program's output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer, computer systems, computer networks, or computer software/data. All SEARK computer users are subject to the terms of the law. Under these terms, academic computing, administrative computing, and network services departments are responsible for reporting violations to the proper authorities.

Disruptive/Destructive computer behavior includes:

1. Entering a pornographic site/display of pornographic material,
2. Damaging/stealing college-owned equipment or software,
3. The creation and/or display of false system messages,
4. Maliciously causing system slow-downs or rendering a system inoperable,
5. Gaining/attempting to gain access to accounts without proper authorization, and,
6. Introducing viruses/worms into a system.

SEARK adheres to EDUCOM copyright policies. Most software used on SEARK computers is covered by copyright, license, or non-disclosure agreements. For committing these violations SEARK and the offending student would be likely be assessed civil penalties. Violations include, but are not limited to:

1. Making copies of copyrighted/licensed software without first obtaining proper authorization,
2. Using software in violation of copyright, license or non-disclosure agreements,
3. Using college computers for unauthorized private or commercial purposes.

Internet

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access to any Internet-connected system is prohibited, and unauthorized access will result in termination of Internet access privileges.

Social Media Policy

Southeast Arkansas College recognizes the use of social media as a means of public communication, and understands its use as a tool for students and faculty to communicate about academic life and assignments. Social media are encouraged at SEARK as long as they are used for positive legitimate communication and/or educational purposes.

SEARK also understands the potential for using blogs to compromise the academic integrity of a course and the institution by encouraging cheating on assignments, providing confidential information between

students, and plagiarizing materials. Students who use social media in this manner will be disciplined according to the policies outlined in this handbook. Any individual using a social media for the specific purpose of cheating on an assignment, plagiarizing material, or providing information deemed confidential is in violation of the *Student Code of Conduct*, and will be dealt with according to the disciplinary process defined in the *Code of Conduct* found in this handbook

Display of Non-College Publications

SEARK is a “free marketplace of ideas” that guarantees the display of non-college publications on campus. SEARK does not approve, disapprove, support, or fail to support the content of the publications. This policy assists SEARK in managing the display and distribution of non-college publications.

Procedure for Posting Non-College Publications

1. An *Agreement for Display of Non-college Publications* must be completed and filed in the Student Affairs Office. Agreements are renewed annually; however, SEARK can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. Student Affairs Office assigns display locations, and assignments are made solely at the discretion of SEARK.
3. Display racks must be provided and used by the vendor to display publications.
4. Publications that are primarily used for advertisement are subject to the *SEARK Sales and Solicitation Policy*. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is cancelled.
5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
6. SEARK display racks are for College registration information, college forms, etc., and are not to be used for any other purpose.
7. SEARK retains the right to modify these regulations, particularly with regard to:
 - Removing outdated issues of a publication
 - Changing display locations
 - Canceling agreements
8. Postings that violate the *Display of Non-college Publications* policy are discarded.

Sales and Solicitation

SEARK does not permit the operation of private business enterprises on campus, unless the business is under contract with the college. As specified by related procedures, all private business interests on the SEARK campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college's chief fiscal officer.

Procedures for Students/Student Organizations

Students can place notices of items for sale on the Campus Bulletin Boards. Posting of sales notices must first be approved by Student Affairs Office. Students can solicit business by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, vending, etc.)
3. Placement of literature or solicitations is regulated by the Student Affairs Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved through the Student Affairs Office.

Procedures for Non-Students/Businesses

Persons who are not students/businesses can solicit for the sale of items/services on campus by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, etc.)

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to SEARK faculty, staff, or students without prior approval by Student Affairs Office.

Free Expression Policy

SEARK supports free expression as denoted in the First Amendment of the United States Constitution. The college in no way supports, fails to support, agrees, or disagrees with ideas that are voiced in the Free Expression Area; but the college makes provisions for the expression of diverse viewpoints in an academic setting.

Procedure

1. SEARK has arranged for an area on campus to be set aside as a Free Expression Area; Student Affairs Office has designated the location behind the Student Service building for this purpose.
2. The Free Expression Area can be used during the following times: Monday through Thursday 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. and Friday 11:00 a.m. – 1:00 p.m.
3. Student, academic, and administrative activities are given priority when scheduling events.
4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a *Free Expression Area Application* to Student Affairs Office at least three working days prior to using the area.
5. All applications/publicity must be approved by Student Advocate Appeals Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Vice President for Student Affairs, the Director of Physical Plant, and the applicant.
6. Individuals using the Free Expression Area should carry a copy of the approved *Free Expression Area Application* during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from the buildings on campus.
8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the *Free Expression Area Application* is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

Student Assemblies

Students, who need to utilize campus facilities for an event, must first reserve the facilities through Student Affairs Office. Whenever an activity, held in the name of the college, includes a speaker, the Vice President for Student Affairs Office must officially approve the speaker and coordinate the event with the SEARK Office of Physical Plant.

Visitors on Campus

Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. Non-students, including children, are not permitted in classrooms.

OTHER COLLEGE SERVICES

ACADEMIC ADVISORS

During the admission process each student will be assigned an Academic Advisor. New Students entering SEARK College will be advised for their first semester course work in the Retention and Advising Center. Beginning with their second semester, students should confer with faculty advisors concerning academic affairs, including courses, schedules, majors, and degree/certificate programs. The Advisor will be a faculty member in the area most closely related to the student's proposed major field of study. Students who do not know who their advisor is should check in the Registrar's Office in the Student Services Building or visit www.seark.edu and select Advisor Search icon. The ultimate responsibility for knowing degree/program requirements rests with the student.

ARKANSAS CAREER PATHWAYS INITIATIVE

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students with transportation, childcare, and/or tuition and fees. Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of Food Stamps, ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

BOOK STORE

Barnes & Noble operates the bookstore on the campus of Southeast Arkansas College. The bookstore sells new and used textbooks, paper, pens, pencils, food, clothing, and other supplies, as well as college logo items. The bookstore buys back textbooks daily. Barnes & Noble bookstore is open from 7:30 a.m. until 6:00 p.m. Monday-Thursday during the first week of classes each fall and spring semester and from 8:00 a.m. until 5:00 p.m. the first week of each summer term. Normal business hours are from 8:00 a.m. until 4:00 p.m. Monday-Thursday and 8:00 a.m. until 2 p.m. on Friday. All major credit cards are accepted. You may access the Barnes & Noble website via the college website.

FOOD COURT

The Shark Attack Food Court provides students with a fun, friendly atmosphere where they can relax between classes and catch a quick bite. It is located next to the College's Bookstore in the College Hall-Commons. The Food Court, open for breakfast and lunch, sells a wide variety of fast foods, pizza, salads, fruits, and desserts. The Shark Attack is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Students can purchase Meal Cards at the Barnes and Noble Bookstore using cash, student financial aid, or credit cards. The Meal Cards allow students to eat in The Shark Attack the entire semester and are sold at a reduced price, based on an average cost per meal for an entrée, side, and a drink. All major credit cards are accepted.

DISTANCE LEARNING

The Distance Learning Division office is located in the College's Library. Credit courses in a variety of subject areas are offered using Compressed Interactive Video (CIV) technology and the Internet.

- **Internet Courses** - Internet courses are delivered through the Internet on the Moodle course management platform. A link to Moodle is located on the College's home page.
- **<http://www.seark.edu>**. Internet courses require regular access to a computer with a reliable Internet connection, a DVD-ROM drive, and permission to change some of the computer's settings and to download software. Slower Internet connections may make on-line courses frustrating and taking exams difficult. On-campus or proctored testing will be required. Internet students must be self-disciplined and self-motivated. Some Internet courses have set deadlines for course work while others allow students to work at their own pace. Internet courses generally require more reading than a traditional class, so adequate reading comprehension is necessary for success.
- **Compressed Interactive Video (CIV)** - Class sessions are transmitted between the College's Pine Bluff campus and other sites in the College's service area.

Orientation for students enrolled in distance learning courses will be provided in a format appropriate to the delivery method of the course. Orientation for students enrolled in Internet courses will be "on-line" and will be available the week before the first day of each semester. Access information will be available the Library and Center for E-Learning. Students must successfully complete orientation by the first day of instruction.

The Distance Learning Coordinator is available to provide assistance and technical support to students enrolled in distance learning courses. The Coordinator is also available to work with SEARK College faculty in developing new distance learning courses.

Campus and community representatives who wish to schedule events using the Compressed Interactive Video equipment should contact the Distance Learning Coordinator. Charges for the use of equipment may apply.

OPEN COMPUTER LABS

There are five open computer labs on campus. They are located in the Library, General Studies - North, McGeorge Hall, Student Services and the Technology Building. Student may use the labs during listed times upon showing a Student ID and signing into the lab. Members of the community can use the computers in the Library without a Student ID. SEARK College students will be given first priority.

LIBRARY AND CENTER FOR E-LEARNING

The Southeast Arkansas College Library and Center for E-Learning, supports the instructional programs of the College and provides learning resources for students, faculty, and staff. The library's collection includes books, periodicals, videos and DVDs, and electronic information resources. Internet capable computers, TVs with VCRs or DVD players, audio players, and a coin-operated photocopier are available for student use in the Library. Off campus access to many of the Library's electronic information resources is available to enrolled students, faculty, and staff.

Library services include: Library orientation and/or instruction for groups or individuals; reference and reader's advisory service; Interlibrary Loan to obtain material not available on campus; and a reserve collection where resources for specific courses are held for use in the Library upon the instructor's request. The Library also hosts traveling exhibits and displays of the works of local artists.

The Library's catalog is Internet based and can be accessed from the College's web site at <http://www.seark.edu> or at www.youseemore.com/searkcollege. The catalog provides information on the Library's collections and links to other information sources, as well as calendars with current and upcoming library and campus events. The Library's hours and contact information are also located on the web site.

The Library complies with the Copyright Laws of the United States and honors all applicable usage and license agreements. The Library also supports the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Code of Ethics. The Library's collection development policy and procedure for responding to challenged material are included in the current Policy Manual for the Library and Distance Learning Division.

STUDENT SUPPORT SERVICES

The TRIO Student Support Services (SSS) program is a federally-funded program dedicated to helping first-generation, low income or disabled students with opportunities for academic development, assisting with basic college requirements, and motivating them toward the successful completion of their postsecondary education. The SSS program may also provide financial aid to participants who are receiving Federal Pell Grants. The goals of SSS are to increase the college retention and graduation rates of its participants, to facilitate the process of students' transitioning from one level of higher education to the next, and to foster an institutional climate supportive of their success. The SSS program is located in Suite 100 of the College Hall Building, across from the entrance to the Commons Building.

TUTORING SERVICES

Free tutoring is offered to all students enrolled in courses offered by the College. The Tutoring Center is located in the Library and Center for eLearning. The goal of tutoring is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis.

PARKING PERMIT

Each student will be issued a Southeast Arkansas College Parking Permit at Registration in the Student Services building. There is no charge for the first Parking Permit, but there is a \$5.00 charge for replacement permits or additional permits. Permits may be purchased in the Business Office. Tickets will be issued for: Parking in a Handicapped/Disabled Space without Decal - \$50; Parking in a No Parking Area - \$10; Parking on grass - \$10; No Permit displayed-\$10; Reckless/unsafe driving-\$25; Double Parking-\$10; and Parking in Reserved Area for Faculty and Staff - \$10.

STUDENT IDENTIFICATION (ID) CARDS

Each student is required to have a Southeast Arkansas College Photo Identification Card with them while on campus. ID cards are issued for the academic year. There is no charge for the first ID card, but there is a \$5.00 charge for replacement cards. Students are required to wear their ID cards while on campus. IDs are made in Student Affairs building, Registrar's Office.

BULLETIN BOARDS & NOTICES ON CAMPUS

Specific bulletin boards for posting signs and notices are available for use by students and campus organizations. Recognized student groups may post signs, fliers, etc.; with approval from the Vice President for Student Affairs Office. Unauthorized notices will be removed and unauthorized solicitors will be asked to leave campus.

Students, faculty, and administrators are responsible for the removal of outdated signs and posters. All notices should be removed two weeks after they have been dated or 24 hours after the advertised event has taken place.

COMMON EXAMS

Certain courses will have a Common Final Exam. The weight of the Common Final Exam is determined by the department administering the exam and will be announced by the instructor on the first day of class will be included in the instructor's first day handouts.

PRINTING PROCESS AND PROCEDURE

Students are issued, 20 "free prints" per student semester credit hour. Once the "prints" are used up, the student can purchase more at the Cashier's Office at a cost of 10 cents for black and white copies and 15 cents for color copies. (Not all labs and classrooms have color printers). For a student enrolled in 12 semester credit hours, for example, there will be 240 prints awarded.

WEBADVISOR

WebAdvisor is a portal to SEARK College's data system. Students, faculty, and staff can look up information and make transactions. Students can view grades, transcript history, register for courses, and make payments among many other functions. Capabilities for faculty members include viewing course rosters, inputting student grades, etc.

WIRELESS ACCESS POLICY

Purpose and Scope

The goal of this policy is to protect Southeast Arkansas College's technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, or damage to our public image. All users employing wireless methods of accessing SEARK technology resources must adhere to SEARK College defined processes for doing so, using the College approved access points. Unauthorized access to the wireless network is not allowed.

Wireless networks are not a replacement for a wired network. As the College's wireless network is an extension to the existing wired network, wireless access should not be used for work sessions that require the transfer of large amounts of data (e.g., backups or file downloads) or for access to sensitive organizational data.

The following policy is complementary to any previously implemented policies dealing specifically with network access and remote access to the enterprise network.

Supported Technology

Southeast Arkansas College uses the 802.11b/g/n protocols as its wireless network standard, transmitting at the 2.4 GHz radio frequency spectrum, with the intention of internet access only to mobile and wireless devices.

In order to provide wireless access to authorized users, Information Technology (IT) must install "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals. The radio signals are sent to the network interface card (NIC) of the mobile device (e.g. PDA, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use.

"Rogue" access points are antennas that are installed without the knowledge or permission of Southeast Arkansas College, used by individuals to gain illegal access to the College's network.

Southeast Arkansas College supports the following devices and equipment for accessing our network and systems wirelessly:

- Access Points installed by the Information Technology (IT) department
- Laptop computers using Windows Vista/7/10, Linux or Mac OS X 10.4.11 and above
- Cellular phones, tablets, and other devices which support the ability to sign in on the device.

Policy and Appropriate Use

All wireless access points within the College's firewall must be approved and centrally managed by SEARK College Computing Services Department (Information Technology Division). The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment on campus premises, are strictly forbidden.

The IT department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.

The IT department reserves the right to turn off without notice any access point connected to the network that it feels puts the College's systems, data, and users at risk.

All wireless clients and devices shall be required to be fully patched and have installed the anti-virus software. The user shall update these applications as required, and will not reconfigure them in any way. 802.11 access point broadcast frequencies and channels shall be set and maintained by the IT Department. Any device or equipment found to be interfering with access point signals may be subject to

relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.

All computer equipment and devices used to connect to the College's network must display reasonable physical security measures. Users are expected to secure their College-connected devices when they are physically at their machines as well as when they step away.

Wireless access users agree to immediately report to the SEARK College IT department any incident or suspected incidents of unauthorized access point installation.

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy

Any questions relating to this policy should be directed to epolicy@seark.edu.

Policy Non-Compliance

Failure to comply with the Wireless Access Policy may result in the suspension of wireless access privileges and possible disciplinary action.



SOUTHEAST ARKANSAS COLLEGE PROGRAMS

ACADEMIC TRANSFER PROGRAMS	Degrees/Certificates*
General Studies	AA
General Studies (Fast Track Academic Honors Programs)	AA
Business	AS
General Studies	CGS
State Minimum Core for Baccalaureate Degrees	
Pre-Professional Curricula (General & Related Studies)	
Nursing (JRMCI); Radiologic Technology (UAMS-CHRP);	
Medical Technology (UAMS-CHRP)	
INTERDISCIPLINARY AND ENRICHMENT PROGRAM	
Individualized Academic and Technical Studies	AGS
PROGRAMS FOR ARKANSAS LAW ENFORCEMENT	CP, TC, AAS
<i>Partnership with U of A Criminal Justice Institute (CJI)</i>	
Crime Scene Investigation	
Law Enforcement Administration	
TECHNICAL CAREER PROGRAMS	
Air Conditioning & Refrigeration Technology	TC
Business Technology	TC, AAS
Accounting Option;	
Business Management Option;	
Office Administration Option	
Computer Information Systems Technology	TC, AAS
Computer Network Technology	TC, AAS
Criminal Justice Technology	AAS
Drafting & Computer Aid Design Technology	TC, AAS
Architectural Option or Mechanical Option	
Early Childhood Paraprofessional Technology	CP, AAS
Child Development Associate Option	
Electro-Mechanical Systems Technology	TC, AAS
Electrical Systems Technology	
Mechanical Systems Technology	
Emergency Medical Sciences	CP, TC, AAS
EMT-Basic	
Paramedic	
General Technology	AAS
Individualized Technical Option	
Medical Coding**	CP
Nursing	CP, TC, AAS
Health Sciences; Nursing Assistant/Home Care Aide;	
Practical Nursing; Registered Nursing-LPN/Paramedic to RN	
Transition Option; Registered Nursing-Generic Option	
PC Maintenance & Repair	TC
Phlebotomy Technology	CP
Radiologic Technology	AAS
Respiratory Care	AAS
Surgical Technology	TC, AAS
Welding Technology	CP, TC
Metal Inert Gas Option or Tungsten Inert Gas Option	

***Degrees & Certificates**

AA	Associate of Arts Degree (14 months – 2 years)
AS	Associate of Science Degree (2 years)
AAS	Associate of Applied Science Degree (2 years)
AGS	Associate of General Studies Degree (2 years)
CGS	Certificate of General Studies (1 year)
TC	Technical Certificate (1 year)
CP	Certificate of Proficiency (1 semester or less)

** Available as an online degree.



Educational Programs

Southeast Arkansas College

EDUCATIONAL PROGRAMS

Arkansas Course Transfer System (ACTS) Courses

Updated ACTS Listing to comply with ACT 747 of 2011 for
Implementation of the Common Course Numbering System—February 2013

<u>Southeast Arkansas College Course</u>			<u>ACTS Equivalent Course Number</u>
ANTH 2333	Introduction to Anthropology		ANTH 1013
ART 2343	Art History & Appreciation		ARTA 1003
BIOL 1464	Principles of Biology		BIOL 1014
BIOL 1484	General Botany		BIOL 1034
BIOL 1474	General Zoology		BIOL 1054
BIOL 2454*	Human Anatomy & Physiology I		BIOL 2404
BIOL 2464*	Human Anatomy & Physiology II		BIOL 2414
*Human Anatomy & Physiology I and II must be taken at the same institution to be transferable.			
BIOL 2474	Microbiology		BIOL 2004
CHEM 1204	Chemistry for Allied Health		CHEM 1214
CHEM 1434	General Chemistry I		CHEM 1414
CHEM 1444	General Chemistry II		CHEM 1424
COMP 1123	Introduction to Computers		CPSI 1003
CRIM 1313	Introduction to Criminal Justice		CRJU 1023
ECON 2313	Principles of Economics I (Macroeconomics)		ECON 2103
ECON 2323	Principles of Economics II (Microeconomics)		ECON 2203
ENGL 1313	English Composition I		ENGL 1013
ENGL 1323	English Composition II		ENGL 1023
ENGL 2313	English Literature I		ENGL 2673
ENGL 2323	English Literature II		ENGL 2683
ENGL 2363	World Literature I		ENGL 2113
ENGL 2373	World Literature II		ENGL 2123
ENGL 2383	Technical Writing		ENGL 2023
ENGL 2413	American Literature I		ENGL 2653
ENGL 2423	American Literature II		ENGL 2663
GEOG 2313	General Geography		GEOG 1103
HIST 1333	World Civilization I		HIST 1213
HIST 1343	World Civilization II		HIST 1223
HIST 2313	United States History to 1877		HIST 2113
HIST 2323	United States History Since 1877		HIST 2123
HPER 1313	Personal Health & Safety		HEAL 1003

<u>Southeast Arkansas College Course</u>			<u>ACTS Equivalent Course Number</u>
LANG 2414	Elementary Spanish I		SPAN 1013
LANG 2424	Elementary Spanish II		SPAN 1023
LANG 2434	Intermediate Spanish I		SPAN 2013
LANG 2444	Intermediate Spanish II		SPAN 2023
MATH 1333	College Algebra		MATH 1103
MATH 1343	College Trigonometry		MATH 1203
MATH 1355	Pre-Calculus: Functions and Graphs		MATH 1305
MATH 2335	Calculus I		MATH 2405
MATH 2345	Calculus II		MATH 2505
MATH 2373	Introduction to Statistics		MATH 2103
MUSI 2333	Music History & Appreciation		MUSC 1003
PHIL 2333	Introduction to Philosophy		PHIL 1103
PHYS 1404	Physical Science		PHSC 1004
PHYS 2414	General Physics I		PHYS 2014
PHYS 2424	General Physics II		PHYS 2024
POLI 2313	American Government		PLSC 2003
POLI 2323	State and Local Governments		PLSC 2103
PSYC 2303	General Psychology		PSYC 1103
PSYC 2323	Developmental Psychology		PSYC 2103
SOCI 2313	Introduction to Sociology		SOCI 1013
SPEE 2393	Oral Communication for Public Address		SPCH 1003
ACCO 2313**	Principles of Accounting I		ACCT 2003
ACCO 2323**	Principles of Accounting II		ACCT 2013
BUSI 1003**	Keyboarding		BUSI 1103
BUSI 1033**	Introduction to Business		BUSI 1013
BUSI 1233**	Business Communications		BUSI 2013
BUSI 1243**	Legal Environment of Business		BLAW 2003
BUSI 2273**	Business Statistics		BUSI 2103
BUSI 2353**	Principles of Marketing		MKTG 2003

**Note: Accounting and Business courses are not General Education core courses.

Go to the Arkansas Department of Higher Education website to view ACTS Information:
<http://acts.adhe.edu/studenttransfer.aspx>

Southeast Arkansas College

ASSOCIATE OF ARTS DEGREE

PROGRAM DESCRIPTION: The Associate of Arts Degree is awarded to individuals who successfully complete a program of collegiate level work, which is transferable toward a baccalaureate degree. The state minimum general education core of 35 semester credit hours including courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences are a part of this degree program. AA Degree graduates are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting "Students" and then the "Arkansas Course Transfer System. Check the ACTS website at: <http://adhe.edu>. This degree is also available as an online degree.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
MATH	1333	College Algebra or (MATH 1343 College Trigonometry)	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
HIST	2313	U.S. History to 1877 or (HIST 2323 U.S. History Since 1877 or POLI 2313 American Government)	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
			<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>
1 st Year – 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
SPEE	2393	Oral Communication for Public Address	3	0	0	3
		Social Science Requirement	3	0	0	3
		Fine Arts/Humanities Requirement	3	0	0	3
		Directed Elective	3	0	0	3
			<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>
2 nd Year – 1 st Semester						
ENGL	2363	World Literature I or (ENGL 2313 English Literature I or ENGL 2323 English Literature II or ENGL 2373 World Literature II)	3	0	0	3
HIST	1333	World Civilization I or (HIST 1343 World Civilization II)	3	0	0	3
		Lab Science Requirement	3	2	0	4
		Directed Electives (2)	6	0	0	6
			<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>
2 nd Year – 2 nd Semester						
HPER	1313	Personal Health and Safety or (Advisor Approved Elective— ACCO 2313 Accounting I or ACCO 2323 Accounting II or BUSI 1033 Intro to Business)	3	0	0	3
		Lab Science Requirement	3	2	0	4
		Directed Electives (2)	7	0	0	7
			<u>13</u>	<u>2</u>	<u>0</u>	<u>14</u>

COMPLETION AWARD: Associate of Arts Degree

60

NOTES:

1. Elective courses listed within the AA Degree curriculum and not chosen to meet specific degree requirements may be used for general education or directed (advisor approved) electives as appropriate.
2. Electives must be approved by the student's academic advisor.

Southeast Arkansas College

60-HOUR GENERAL EDUCATION CORE

(Includes SEARK College's 35-Hour Approved State Core Curriculum,
Directed Electives, and Institutional Requirements)

ENGLISH/COMMUNICATIONS: Nine (9) hours required			SCH
ENGL	1313	English Composition I	3
ENGL	1323	English Composition II	3
SPEE	2393	Oral Communication for Public Address	3
MATHEMATICS: Three (3) hours required			
MATH	1333	College Algebra or (Higher Level Mathematics for which College Algebra is a prerequisite)	3
SCIENCE: Eight (8) hours required from the following			
BIOL	1464	Principles of Biology	4
BIOL	1474	General Zoology	4
BIOL	1484	General Botany	4
BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
BIOL	2474	Microbiology	4
CHEM	1434	General Chemistry I	4
CHEM	1444	General Chemistry II	4
PHYS	1404	Physical Science	4
PHYS	2414	General Physics I	4
PHYS	2424	General Physics II	4
FINE ARTS/HUMANITIES: Six (6) hours required from the following			
ART	2343	Art History and Appreciation	3
MUSI	2333	Music History and Appreciation	3
ENGL	2313*	English Literature I	3
ENGL	2323*	English Literature II	3
ENGL	2363*	World Literature I	3
ENGL	2373*	World Literature II	3
HUMA	2313	Humanities	3
PHIL	2313	History of Philosophy	3
PHIL	2323	Ethics	3
LANG	2414	Elementary Spanish I	4
LANG	2424	Elementary Spanish II	4
*Course selections must include at least one of these courses.			
SOCIAL SCIENCES: Nine (9) hours required from the following			
ANTH	2333	Introduction to Anthropology	3
ECON	2313	Principles of Economics I	3
ECON	2323	Principles of Economics II	3
GEOG	2313	General Geography	3
HIST	1333	World Civilization I	3
HIST	1343	World Civilization II	3
HIST	2313*	U. S. History to 1877	3
HIST	2323*	U. S. History Since 1877	3
HIST	2333	Arkansas History	3
POLI	2313*	American Government	3
POLI	2323	State and Local Governments	3
PSYC	2303	General Psychology	3
PSYC	2323	Developmental Psychology	3
EDUC	2333	Child Growth and Development	3
SOCI	2313	Introduction to Sociology	3
*Course selections must include at least one of these courses.			

DIRECTED ELECTIVES

An additional 16 Hours of Directed Electives *from the courses listed above* are required to complete the **60-Hour Transfer Core** at Southeast Arkansas College. These courses may be chosen from Science, Fine Arts/Humanities, and Social Sciences.

INSTITUTIONAL REQUIREMENTS: Nine (9) hours required		SCH
COMP 1123	Introduction to Computers	3
EDUC 1313	Strategies for College Success	3
ADVISOR APPROVED ELECTIVES: Choose one		
HPER 1313	Personal Health and Safety	3
ACCO 2313	Accounting I	3
ACCO 2323	Accounting II	3
BUSI 1033	Introduction to Business	3

ASSOCIATE OF ARTS DEGREE COURSES

	SCH
SEARK College State Core Curriculum (Required English/Communications, Mathematics, Science, Fine Arts/Humanities, and Social Sciences courses).	35
Directed Electives from General Education Core (Choice of additional Science, Fine Arts/Humanities, and Social Sciences courses)	16
SEARK College Institutional Requirements and Advisor Approved Electives	<u>9</u>
COMPLETION AWARD: Associate of Arts Degree	60

or

60 Hr. General Education Core for Transfer

State Minimum Core Curriculum Revised February 4, 2005

Institutional Requirements Effective for Students Entering 2010 Fall Semester

Southeast Arkansas College

ASSOCIATE OF ARTS DEGREE

ACTS TRANSFER COURSES

Website: acts.adhe.edu or www.seark.edu

BUSINESS			SCH
COMP	1333	Introduction to Computers	3
CRIMINAL JUSTICE			
CRIM	1313	Introduction to Criminal Justice	3
FINE ARTS AND HUMANITIES			
ART	2343	Art History and Appreciation	3
ENGL	1313	English Composition I	3
ENGL	1323	English Composition II	3
ENGL	2383	Technical Writing	3
ENGL	2313	English Literature I or	3
ENGL	2323	English Literature II or	
ENGL	2413	American Literature I	
ENGL	2423	American Literature II or	3
ENGL	2363	World Literature I	
ENGL	2373	World Literature II	3
HUMA	2313**	Humanities	3
LANG	2414	Elementary Spanish I or	4
LANG	2424	Elementary Spanish II or	
LANG	2434	Intermediate Spanish I or	4
LANG	2444	Intermediate Spanish II	
MUSI	2333	Music History and Appreciation	3
PHIL	2313	History of Philosophy	3
PHIL	2323	Ethics	3
PHIL	2333	Introduction to Philosophy	3
SPEE	2393	Oral Communication for Public Address	3
HEALTH AND PHYSICAL EDUCATION			
HPER	1313	Personal Health and Safety	3
INSTITUTIONAL REQUIREMENT			
EDUC	1313**	Strategies for College Success	3
MATHEMATICS			
MATH	1333	College Algebra	3
MATH	1343	College Trigonometry	3
MATH	1355	Pre-Calculus: Functions and Graphs	5
MATH	2373	Introduction to Statistics	3
MATH	2335	Calculus I	5
MATH	2345	Calculus II	5
NATURAL SCIENCE			
BIOL	1464	Principles of Biology	4
BIOL	1474	General Zoology	4
BIOL	1484	General Botany	4
BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
BIOL	2474	Microbiology	4
CHEM	1434	General Chemistry I	4
CHEM	1444	General Chemistry II	4
PHYS	1404	Physical Science	4
PHYS	2414	General Physics I	4
PHYS	2424	General Physics II	4

** Not ACTS Approved Courses

SOCIAL SCIENCE

			<u>SCH</u>
ANTH	2333	Introduction to Anthropology	3
ECON	2313	Principles of Economics I	3
ECON	2323	Principles of Economics II	3
GEOG	2313	General Geography	3
HIST	1333	World Civilization I or	3
HIST	1343	World Civilization II	
HIST	2313	U.S. History to 1877 or	3
HIST	2323	U.S. History Since 1877	
HIST	2333**	Arkansas History	3
POLI	2313	American Government	3
POLI	2323	State and Local Governments	3
PSYC	2303	General Psychology	3
PSYC	2323	Developmental Psychology	3
SOCI	2313	Introduction to Sociology	3
** Not ACTS Approved Courses			



CERTIFICATE OF GENERAL STUDIES

PROGRAM DESCRIPTION: The Certificate of General Studies is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate will serve as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

ENGLISH/COMMUNICATION: 9 Credit Hours Required

		SCH
ENGL	1313	English Composition I
		3
ENGL	1323	English Composition II
		3
SPEE	2393	Oral Communication for Public Address
		3

SCIENCE, MATH, AND TECHNOLOGY: 14Credit Hours Required

Eight (8) Hours of Lab Science from SEARK College Core Curriculum:

BIOL	1464	Principles of Biology	4
BIOL	1474	General Zoology	4
BIOL	1484	General Botany	4
BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
BIOL	2474	Microbiology	4
CHEM	1434	General Chemistry I	4
CHEM	1444	General Chemistry II	4
PHYS	1404	Physical Science	4
PHYS	2414	General Physics I	4
PHYS	2424	General Physics II	4
MATH	1333	College Algebra or	3
		Higher Level Mathematics	
COMP	1123	Introduction to Computers	3
		(Institutional Requirement)	

SOCIAL SCIENCES: 9 Credit Hours Required

Choose One (1) Course listed below from SEARK College Core Curriculum:

HIST	2313	U.S. History to 1877	3
HIST	2323	U.S. History Since 1877	3
POLI	2313	American Government	3

(Remaining Courses in Group May Be Selected as Social Science Elective)

Choose One (1) Course listed below from SEARK College Core Curriculum

PSYC	2303	General Psychology	3
SOCI	2313	Introduction to Sociology	3

Choose One (1) Social Science Elective from SEARK College Core Curriculum:

(Social Science Elective May Also Include Any HIST, POLI, PSYC, or SOCI Course Not Chosen)

ANTH	2333	Introduction to Anthropology	3
ECON	2313	Principles of Economics I	3
ECON	2323	Principles of Economics II	3
GEOG	2313	General Geography	3
HIST	2333	Arkansas History	3
HIST	1333	World Civilization I	3
HIST	1343	World Civilization II	3
POLI	2323	State and Local Governments	3
PSYC	2323	Developmental Psychology	3
EDUC	2333	Child Growth and Development	3

FINE ARTS/HUMANITIES: 6 Credit Hours Required

Choose One (1) Fine Arts/Humanities Electives from SEARK College Core Curriculum:

ART	2343	Art History and Appreciation	3
MUSI	2333	Music History and Appreciation	3
ENGL	2313	English Literature I	3
ENGL	2323	English Literature II	3
ENGL	2363	World Literature I	3
ENGL	2373	World Literature II	3
HUMA	2313	Humanities	3
PHIL	2313	History of Philosophy	3
PHIL	2323	Ethics	3
LANG	2414**	Elementary Spanish I	4
LANG	2424**	Elementary Spanish II	4

** If LANG 2414 or LANG 2424 is selected — the hours will increase to eight (8) for Fine Arts/Humanities.

INSTITUTIONAL REQUIREMENT: 3 Credit Hours Required

EDUC	1313	Strategies for College Success	3
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COMPLETION AWARD: Certificate of General Studies 38**ASSOCIATE OF GENERAL STUDIES**

PROGRAM DESCRIPTION: This flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of General Studies (AGS) degree may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The student must obtain written approval from the Division Chair of General Studies and assigned faculty advisor for their intended course of study. Students seeking the AGS. degree for transfer to a four-year institution must consult with the receiving institution concerning the transferability of individual courses.

GENERAL EDUCATION CORE

GENERAL EDUCATION CORE			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
ENGL	1323	English Composition II	3	0	0	3
MATH	1333	College Algebra	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
		Behavioral/Social Science Elective	3	0	0	3
		Total Required General Education Core	15	0	0	15
		Institutional Requirement	15	0	0	15
EDUC	1313	Strategies for College Success	3	0	0	3
		General and Technical Studies Electives	0	0	0	42
		(Approved by the Chair of General Studies)				

COMPLETION AWARD: Associate of General Studies Degree 60*Revised 12-2011*



Technical Career Programs

TECHNICAL CAREER PROGRAMS

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

PROGRAM DESCRIPTION: To prepare Air Conditioning and Refrigeration Mechanics and Apprentices for entry-level employment in a wide range of construction, maintenance and service positions in business and industry. Graduates are eligible to take the test offered by the Air Conditioning and Refrigeration Institute to be certified as an Entry-Level HVAC(R) Technician. Safety is stressed in all aspects of this program.

1st Year – 1st Semester			LEC	LAB	SWE	SCH
COMP 1123	Introduction to Computers		3	0	0	3
MATH 1233	Technical Math		3	0	0	3
AIRC 1116	Basic Refrigeration		4	4	0	6
MECH 1813	Blueprint and Measurements		2	2	0	3
READ 1213	Developmental Reading		3	0	0	3
AIRC 1126	Electricity for Air Conditioning		<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
			19	10	0	24
1 st Year – 2 nd Semester						
AIRC 1136	Commercial Refrigeration		4	4	0	6
AIRC 1146	Residential Systems Refrigeration		4	4	0	6
			2	2	0	3
ENGL 1013	Basic English		3	0	0	3
AIRC 1163	Controls for Air Conditioning/Refrigeration		2	2	0	3
	Technical Specialty Elective		<u>3(4)</u>	<u>(6)</u>	<u>0(2)</u>	<u>(4)</u>
			18(19)	(21)	14(16)	0
						24(25)(30)

COMPLETION AWARD: Technical Certificate

48(49)(54)

Approved Technical Specialty Electives

WELD 1116	Basic Welding	4	4	0	6
BUSI 2303	Entrepreneurship	3	0	0	3
ELEC 1113	AC/DC Fundamentals	3	2	0	4
ELEC 1004	Principles of Technology	3	2	0	4

Students enrolling in Air Conditioning & Refrigeration Technology may wish to pursue an A.A.S. Degree in General Technology.

NOTE: Acceptable ACT or **COMPASS** scores may waive the reading, English and Math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

BUSINESS TECHNOLOGY

ACCOUNTING OPTION

PROGRAM DESCRIPTION: Program emphasis is on basic accounting principles and related computer skills, which prepare the student for general accounting careers. Multiple exercises are used to give the students practical experience in the field of accounting.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
MATH	1123	Business Mathematics	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
BUSI	1033	Introduction to Business	3	0	0	3
ACCO	2313	Principles of Accounting I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18

1 st Year – 2 nd Semester			LEC	LAB	SWE	SCH
ENGL	1323	English Composition II	3	0	0	3
BUSI	1053	Word Processing	3	0	0	3
BUSI	1063	Electronic Spreadsheet	3	0	0	3
BUSI	1243	Legal Environment of Business	3	0	0	3
ACCO	2323	Principles of Accounting II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

COMPLETION AWARD: Technical Certificate

33

2 nd Year – 1 st Semester			LEC	LAB	SWE	SCH
ECON	2313	Principles of Economics	3	0	0	3
BUSI	2343	Managerial Communications	3	0	0	3
QUAL	1113	Introduction to Quality Management/Improvement	3	0	0	3
ACCO	2333	Computerized Accounting	3	0	0	3
ACCO	2343	Intermediate Accounting I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

2 nd Year– 2 nd Semester			LEC	LAB	SWE	SCH
BUSI	2313	Business Finance	3	0	0	3
ACCO	2373	Managerial Accounting	3	0	0	3
		Behavioral/Social Science Elective	3	0	0	3
		Technical Specialty Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12

COMPLETION AWARD: Associate of Applied Science Degree

60

Approved Technical Specialty Electives

BUSI	2303	Entrepreneurship	3	0	0	3
BUSI	2333	Personnel Management	3	0	0	3
LANG	2414	Elementary Spanish I	4	0	0	4
BUSI	2373	Principles of Real Estate I	3	0	0	3
BUSI	2473	Principles of Real Estate II	3	0	0	3

BUSINESS TECHNOLOGY

BUSINESS MANAGEMENT OPTION

PROGRAM DESCRIPTION: This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
MATH	1123	Business Mathematics	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
BUSI	1033	Introduction to Business	3	0	0	3
ACCO	2313	Principles of Accounting I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18
1 st Year – 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
ACCO	2323	Principles of Accounting II	3	0	0	3
BUSI	1053	Word Processing	3	0	0	3
BUSI	1063	Electronic Spreadsheet	3	0	0	3
BUSI	1243	Legal Environment of Business	3	0	0	3
BUSI	1323	Basic Elements of Supervision	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18

COMPLETION AWARD: Technical Certificate

36

2 nd Year – 1 st Semester						
ACCO	2333	Computerized Accounting	3	0	0	3
BUSI	1283	Business Management	3	0	0	3
BUSI	2353	Principles of Marketing	3	0	0	3
ECON	2313	Principles of Economics I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12
2 nd Year – 2 nd Semester						
BUSI	2343	Managerial Communications	3	0	0	3
BUSI	2313	Business Finance	3	0	0	3
QUAL	1113	Introduction to Quality Management/Improvement	3	0	0	3
		Behavioral/Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12

COMPLETION AWARD: Associate of Applied Science Degree

60



BUSINESS TECHNOLOGY

OFFICE ADMINISTRATION OPTION

PROGRAM DESCRIPTION: Program emphasis is on varied microcomputer skills and related office skills needed for word processing, data entry, and other related positions.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
MATH	1123	Business Mathematics	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
BUSI	1053	Word Processing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

1 st Year – 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
ACCO	2313	Office Accounting or (ACCO 2313 Principles of Accounting I)	3	0	0	3
BUSI	1063	Electronic Spreadsheet	3	0	0	3
BUSI	2023	Records Management	3	0	0	3
BUSI	1013	Document Formatting & Production	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

COMPLETION AWARD: Technical Certificate **36**

2 nd Year – 1 st Semester						
BUSI	1233	Business Communications	3	0	0	3
QUAL	1113	Introduction to Quality Management/Improvement	3	0	0	3
ACCO	2333	Computerized Accounting	3	0	0	3
BUSI	2163	Database Management	3	0	0	3
BUSI	2253	Desktop Publishing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

2 nd Year – 2 nd Semester						
BUSI	1123	Office Procedures	3	0	0	3
BUSI	2263	Integrated Computer Applications	3	0	0	3
BUSI	2193	Business Computer Software	3	0	0	3
		Behavioral/Social Science Elective	3	0	0	3
		Technical Specialty Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

COMPLETION AWARD: Associate of Applied Science Degree **60**

Approved Technical Specialty Electives

ACCO	2313	Principles of Accounting I	3	0	0	3
ACCO	2323	Principles of Accounting II	3	0	0	3
BUSI	1033	Introduction to Business	3	0	0	3
BUSI	1243	Legal Environment of Business	3	0	0	3
BUSI	1283	Business Management	3	0	0	3
ECON	2313	Principles of Economics I	3	0	0	3
LANG	2414	Elementary Spanish I	4	0	0	4

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

PROGRAM DESCRIPTION: The CIS program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design. The student will learn programming languages, scripting languages, markup languages, and related technologies. Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
CNET	1113	Introduction to Computer Networking	2	2	0	3
COMP	1123	Introduction to Computers	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
INET	1113	Introduction to the Internet	3	0	0	3
INFO	1133	Introduction to Computer Programming	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			13	4	0	15

1 st Year – 2 nd Semester						
BUSI	2163	Database Management	3	0	0	3
ENGL	1313	English Composition I	3	0	0	3
INET	1123	HTML & Web Technologies	3	0	0	3
INFO	2173	Visual Basic Programming	3	0	0	3
INFO	2153	Java Programming	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

COMPLETION AWARD: Technical Certificate

30

2 nd Year – 1 st Semester						
ENGL	1323	English Composition II	3	0	0	3
INET	2113	JavaScript	2	2	0	3
MATH	1233	Technical Mathematics or (MATH 1333 College Algebra)	3	0	0	3
INFO	2273	Advanced Visual Basic Programming	3	0	0	3
SPEE	2393	Oral Communication for Public Address	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	0	15

2 nd Year – 2 nd Semester						
INFO	2143	Computer Forensics	3	0	0	3
CNET	1133	Introduction to Linux	3	0	0	3
INET	2153	Web Server Administration	3	0	0	3
INET	2163	PHP (Pre-Hypertext Processing)	2	2	0	3
		Behavioral/Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	0	15

COMPLETION AWARD: Associate of Applied Science Degree

60

COMPUTER NETWORK TECHNOLOGY

PROGRAM DESCRIPTION: This program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

NOTE: Students requiring developmental courses based upon their ACT, or **COMPASS** scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
EDUC	1313	Strategies for College Success	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
CNET	1113	Introduction to Computer Networking	2	2	0	3
CNET	1133	Introduction to Linux	2	2	0	3
INFO	1133	Introduction to Computer Programming	<u>2</u>	<u>1</u>	<u>0</u>	<u>3</u>
			12	5	0	15

1 st Year – 2 nd Semester						
ENGL	1313	English Composition I	3	0	0	3
MATH	1233	Technical Mathematics or (MATH 1333 College Algebra)	3	0	0	3
CNET	1123	Network Concepts	3	0	0	3
SPEE	2393	Oral Communication for Public Address	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
CNET	1143	PC Maintenance & Repair	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	2	0	15

COMPLETION AWARD: Technical Certificate **30**

2 nd Year – 1 st Semester						
ENGL	1323	English Composition II	3	0	0	3
CNET	2413	Network Management	2	2	0	3
CNET	2233	Network Technical Support	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
CNET	1213	Windows Operating Systems	3	0	0	3
SOCI	2313	Introduction to Sociology or PSYC 2303 General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	4	0	15

2 nd Year – 2 nd Semester						
CNET	2223	Network Engineering	2	2	0	3
CNET	2183	UNIX Based OS's	2	2	0	3
CNET	2443	CNET Capstone (System Integration)	2	2	0	3
CNET	1223	Advanced Network Concepts	2	2	0	3
CNET	2213	Network Security	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	10	0	15

COMPLETION AWARD: Associate of Applied Science Degree **60**

****Students may choose any course with a designator of CNET, INFO, or INET that is not listed as a required course for this degree. The student must have the approval of the program advisor before enrolling in any course to be used as a Technical Specialty Elective for the CNET degree.**

CRIMINAL JUSTICE TECHNOLOGY

PROGRAM DESCRIPTION: This program is designed to give the student a variety of skills related to the field of Criminal Justice. Students can concentrate on courses relating to Law Enforcement, Corrections, or any combination of electives to fit that student's career needs. This program does not replace the Law Enforcement or Corrections academies but is designed to enhance the skills of individuals in criminal justice fields or provide academic instruction to those interested in criminal justice. (Prerequisites for Online or INET delivery: Introduction to Computers with a "C" or better, and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better or a Reading ACT score of 19 or better)

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
MATH	1233	Technical Math or (MATH 1333 College Algebra	3	0	0	3
EDUC	1313	Strategies for College Success	3	0	0	3
CRIM	1313	Introduction to Criminal Justice	3	0	0	3
CRIM	1213	Juvenile Delinquency and Justice	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15
1 st Year – 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
POLI	2323	State and Local Government	3	0	0	3
CRIM	2333	Introduction to Corrections	3	0	0	3
CRIM	2313	The Judicial Process	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15
2 nd Year – 1 st Semester						
SPEE	2393	Oral Communication	3	0	0	3
PSYC	2303	General Psychology	3	0	0	3
CRIM	2343	Constitutional Law	3	0	0	3
		Technical Specialty Elective	3	0	0	3
		Technical Specialty Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15
2 nd Year – 2 nd Semester						
SOCI	2313	Introduction to Sociology	3	0	0	3
POLI	2313	American Government	3	0	0	3
CRIM	2383	Criminal Law	3	0	0	3
		Technical Specialty Elective	3	0	0	3
		Technical Specialty Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15
COMPLETION AWARD: Associate of Applied Science Degree						60
Approved Technical Specialty Electives						
Law Enforcement Related Electives						
CRIM	2373	Criminal Investigation I	3	0	0	3
INFO	2143	Basic Computer Forensics	3	0	0	3
Corrections Related Electives						
CRIM	2323	Probation and Parole	3	0	0	3
Miscellaneous Electives						
BUSI	1243	Legal Environment of Business	3	0	0	3
CRIM	1323	Arkansas Juvenile Law and Procedures	3	0	0	3
CRIM	2453	Issues in Criminal Justice	3	0	0	3
CRIM	2463	Private Security and Investigation	3	0	0	3
EMER	1007	EMT Basic	4	4	4	7
CRIM	1323	Arkansas Juvenile Law and Procedures	3	0	0	3
BUSI	1243	Legal Environment of Business	3	0	0	3
LANG	2414	Elementary Spanish I	4	0	0	4

CRIMINAL JUSTICE

CRIMINAL JUSTICE INSTITUTE PRE- PROFESSIONAL CURRICULUM

CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS' LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

ASSOCIATE OF APPLIED SCIENCE

PROGRAM DESCRIPTION: Students enrolled in this program of study must be current law enforcement officers eligible to attend advanced courses presented by the Criminal Justice Institute of the University of Arkansas System, complete basic law enforcement training at an ACLAST accredited academy, and the general education component of the program provided by Southeast Arkansas College (SEARK College). SEARK College will grant credit and award certificate and associate degrees for Crime Scene Investigation/Law Enforcement Administration programs in partnership with the Criminal Justice Institute. Students must successfully complete a minimum number of general education credit hours for each certificate and the Associate of Applied Science degree at SEARK College before credit for any Criminal Justice Institute courses will be placed on the student's transcript.

Crime Scene Investigation Associate of Applied Science in partnership with the Criminal Justice Institute of the University of Arkansas System

1st Year – 1st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
BUSI	1033	Introduction to Business	3	0	0	3
CRIM	1313	Introduction to Criminal Justice	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
HIST	2313	U.S. History to 1877 OR	3	0	0	3
POLI	2313	American Government	(3)	(0)	(0)	(3)
			15	0	0	15
1st Year– 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
MATH	1333	College Algebra	3	0	0	3
SOCI	2313	Introduction to Sociology OR	3	0	0	3
PSYC	2303	General Psychology	(3)	(0)	(0)	(3)
SPEE	2393	Oral Communication for Public Address	3	0	0	3
			12	0	0	12

Total General Education Hours

27

Arkansas' Law Enforcement interested in applying for the Criminal Justice Institute courses must consult the Criminal Justice Institute or contact the Technical Studies Criminal Justice Program Coordinator for the professional curriculum:

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Criminal Justice Institute
University of Arkansas System
7723 Colonel Glenn Road
Little Rock, AR 72204
Phone: (501) 570-8045 or (800) 635-6310
FAX: (501) 686-6513
amhoffman@cji.edu

This is a suggested sequence for course offerings. Contact the Criminal Justice Program Coordinator, (870) 543-5918, for advisement and course scheduling.

CRIMINAL JUSTICE

CRIMINAL JUSTICE INSTITUTE PRE- PROFESSIONAL CURRICULUM

CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS' LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

ASSOCIATE OF APPLIED SCIENCE

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Law Enforcement Administration Associate of Applied Science in partnership with the Criminal Justice Institute of the University of Arkansas System

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
BUSI	1033	Introduction to Business	3	0	0	3
CRIM	1313	Introduction to Criminal Justice	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
HIST	2313	U.S. History to 1877 or (POLI 2313 American Government)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15
1 st Year – 2 nd Semester						
ENGL	1323	English Composition II	3	0	0	3
MATH	1333	College Algebra	3	0	0	3
SOCI	2313	Introduction to Sociology	3	0	0	3
SPEE	2393	Oral Communication for Public Address	3	0	0	3
PSYC	2303	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

Total General Education Hours

30

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CRIMINAL JUSTICE

CRIMINAL JUSTICE INSTITUTE PRE- PROFESSIONAL CURRICULUM

CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS' LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

TECHNICAL CERTIFICATE

PROGRAM DESCRIPTION: Students enrolled in this program of study must be current law enforcement officers eligible to attend advanced courses presented by the Criminal Justice Institute of the University of Arkansas System, complete basic law enforcement training at an ACLAST accredited academy, and the general education component of the program provided by Southeast Arkansas College (SEARK College). SEARK College will grant credit and award certificate and associate degrees for Crime Scene Investigation/Law Enforcement Administration programs in partnership with the Criminal Justice Institute. Students must successfully complete a minimum number of general education credit hours for each certificate and the Associate of Applied Science degree at SEARK College before credit for any Criminal Justice Institute courses will be placed on the student's transcript.

Crime Scene Investigation Technical Certificate in partnership with the Criminal Justice Institute of the University of Arkansas System

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
MATH	1333	College Algebra	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9
Total General Education Hours						9

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CRIMINAL JUSTICE

CRIMINAL JUSTICE INSTITUTE PRE- PROFESSIONAL CURRICULUM

CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS' LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

TECHNICAL CERTIFICATE

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Law Enforcement Administration Technical Certificate in partnership with the Criminal Justice Institute of the University of Arkansas System

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
ENGL	1313	English Composition I	3	0	0	3
COMP	1123	Introduction to Computers	3	0	0	3
MATH	1333	College Algebra	3	0	0	3
SPEE	2393	Oral Communication for Public Address	3	0	0	3
BUSI	1033	Introduction to Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	0	0	15

Total General Education Hours

15

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CERTIFICATE OF PROFICIENCY

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Crime Scene Investigation Certificate of Proficiency in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

1 st Year – 1 st Semester		LEC	LAB	SWE	SCH
ENGL 1313	English Composition I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total General Education Hours					3

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CRIMINAL JUSTICE

CRIMINAL JUSTICE INSTITUTE PRE- PROFESSIONAL CURRICULUM

CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS' LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

CERTIFICATE OF PROFICIENCY

PROGRAM DESCRIPTION: Students enrolled in this program of study must be current law enforcement officers eligible to attend advanced courses presented by the Criminal Justice Institute of the University of Arkansas System, complete basic law enforcement training at an ACLAST accredited academy, and the general education component of the program provided by Southeast Arkansas College (SEARK College). SEARK College will grant credit and award certificate and associate degrees for Crime Scene Investigation/Law Enforcement Administration programs in partnership with the Criminal Justice Institute. Students must successfully complete a minimum number of general education credit hours for each certificate and the Associate of Applied Science degree at SEARK College before credit for any Criminal Justice Institute courses will be placed on the student's transcript.

Law Enforcement Administration Certificate of Proficiency in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

1 st Year – 1 st Semester	LEC	LAB	SWE	SCH
ENGL 1313 English Composition I	3	0	0	<u>3</u>
Total General Education Hours				3

Arkansas' Law Enforcement interested in applying for the Criminal Justice Institute courses must consult the Criminal Justice Institute or contact the Technical Studies Criminal Justice Program Coordinator for the professional curriculum:

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DRAFTING AND COMPUTER AIDED DESIGN TECHNOLOGY

PROGRAM DESCRIPTION: Prepares Drafting and Computer Aided Design Technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest versions of Computer Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

1st Year – 1st Semester		LEC	LAB	SWE	SCH
COMP 1123	Introduction to Computers	3	0	0	3
MATH 1233	Technical Math	3	0	0	3
EDUC 1313	Strategies for College Success	3	0	0	3
DRAF 1114	Engineering Graphics I	2	4	0	4
DRAF 1124	Introduction to Computer Aided Design	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		14	7	0	17

1st Year – 2nd Semester		LEC	LAB	SWE	SCH
ENGL 1313	English Composition I	3	0	0	3
MATH 1333	College Algebra	3	0	0	3
DRAF 1214	Engineering Graphics II	2	4	0	4
DRAF 2324	Advanced Computer Aided Design	3	3	0	4
DRAF 2314	Architectural Drawing and Design or				
	DRAF 2414 Machine Draw & Design	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		14	10	0	18

COMPLETION AWARD: Technical Certificate **35**

2nd Year – 1st Semester		LEC	LAB	SWE	SCH
ENGL 1323	English Composition II	3	0	0	3
MATH 1343	College Trigonometry	3	0	0	3
DRAF 2423	3-D Studio	3	2	0	3
DRAF 2414	Machine Drawing and Design or				
	DRAF 2314 Architectural Draw & Design	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		12	5	0	13

2nd Year– 2nd Semester		LEC	LAB	SWE	SCH
MECH 1813	Blueprint Reading & Measurement	3	3	0	3
ELEC 1004	Principles of Technology	3	2	0	4
	Behavioral/Social Science Elective	3	0	0	3
	Technical Specialty Elective	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		12	7	0	14

COMPLETION AWARD: Associate of Applied Science Degree **62**

Approved Technical Specialty Electives: 3 credit hour option from one of the following

ELEC 1113	AC/DC Fundamentals	3	2	0	4
ELEC 2014	Wiring Principles and Codes	3	2	0	4

EARLY CHILDHOOD PARAPROFESSIONAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE OPTION

PROGRAM DESCRIPTION: The Early Childhood Paraprofessional Technology (ECDT) program is designed to provide childcare providers and instructional assistants with the knowledge and skills to meet the physical, mental, social, emotional, and developmental needs of young children, birth to age five. Upon completion of the program, graduates will be eligible for employment as childcare teachers, Head Start teachers, and paraprofessionals for Head Start Programs, ABC Programs, and kindergarten or elementary classrooms. The AAS Degree in ECDT meets requirements for employment as an instructor in state and/or federally funded childcare programs and public schools.

1 st Year – 1 st Semester		LEC	LAB	SWE	SCH
ENGL 1313	English Composition I	3	0	0	3
EDUC+1013	Intro to Early Childhood Education	3	0	0	3
EDUC 1313	Strategies for College Success	3	0	0	3
EDUC 2333	Child Growth and Development	3	0	0	3
ECDT+1113	Essential Elements of Child Care	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
1 st Year – 2 nd Semester					
MATH 1123	Business Math or (MATH 1333 College Algebra)	3	0	0	3
ENGL 1323	English Composition II	3	0	0	3
EDUC 1113	Early Childhood Education Field Experience	2	2	0	3
ECDT 1323	Language Arts for Preschool Children	3	0	0	3
ECDT 1413	Music for Preschool Children	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15
2 nd Year – 1 st Semester					
COMP 1123	Introduction to Computers	3	0	0	3
PSYC 2303	General Psychology or (SOCI 2313 Introduction to Sociology)	3	0	0	3
ECDT 1513	Child Nutrition and Health Care	3	0	0	3
ECDT 2243	Social and Emotional Development in an Inclusive Classroom	3	0	0	3
ECDT 2713	Social Studies, Math, and Science for Preschool Children	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
2 nd Year – 2 nd Semester					
EDUC 2313	Computers in Education	3	0	0	3
ECDT 2813	Administration of Preschool Programs	3	0	0	3
ECDT 2613	Curriculum Methods and Materials	3	0	0	3
ECDT 2916	Early Childhood Education Practicum	<u>2</u>	<u>0</u>	<u>16</u>	<u>6</u>
		11	0	16	15

COMPLETION AWARD: Associate of Applied Science Degree

60

+ Current Child Development Associate (CDA) credential satisfies the requirements of these courses.



Early Childhood Paraprofessional Technology – Continued (Page 2 of 2)

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of “C” or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.

EARLY CHILDHOOD PARAPROFSSIONAL TECHNOLOGY
CERTIFICATE OF PROFICIENCY OPTION

PROGRAM DESCRIPTION: This two semester program in Early Childhood Paraprofessional Technology fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

		LEC	LAB	SWE	SCH
EDUC 1013	Intro to Early Childhood Education	3	0	0	3
EDUC 1113	Early Childhood Education Field Experience	2	2	0	3
ECDT 1113	Essential Elements of Child Care	3	0	0	3
EDUC 2333	Child Growth and Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	0	12

COMPLETION AWARD: Certificate of Proficiency **12**

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of “C” or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.



ELECTRO-MECHANICAL SYSTEMS TECHNOLOGY

ELECTRICAL SYSTEMS TECHNOLOGY

PROGRAM DESCRIPTION: This program will provide students with advanced industrial electro-mechanical skills with an emphasis in electrical motors, AC drives, DC controls, programmable logic controllers, instrumentation, precision maintenance, and diagnose problems in control loops used in automated manufacturing systems. Pneumatic and electronic control systems, control loop adjustments, and their analysis, process computers and process simulation will be studied. Graduates will be proficient in calibration, troubleshooting and maintenance of hydraulic, pneumatic, pneumatic, electrical and electronic control devices. Graduates will be prepared to enter jobs in the electrical maintenance, electrical distribution-related, and other related occupations.

1st Year – 1st Semester			LEC	LAB	SWE	SCH
ELEC	1004	Principles of Technology	3	<u>2</u>	<u>0</u>	4
ELEC	1014	AC/DC Fundamentals	3	2	0	4
ELEC	1024	Electronics and Digital Devices	3	2	0	4
MATH	1233	Technical Math	3	0	0	3
COMP	1123	Introduction to Computers	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	6	0	18

1st Year – 2nd Semester						
ELEC	1003	Instrumentation and Controls I	2	2	0	3
ELEC	1034	Industrial Motor Controls	3	2	0	4
MECH	1044	Fluid Power (Pneumatics & Hydraulics)	3	2	0	4
ENGL	1313	English Composition I	3	0	0	3
			11	6	0	14

COMPLETION AWARD: Technical Certificate **32**

2nd Year – 1st Semester						
ELEC	2003	Instrumentation and Controls II	2	2	0	3
ELEC	2004	Programmable Logic Controllers	3	2	0	4
ELEC	2014	Wiring Principles and Codes	3	2	0	4
ENGL	1323	English Composition II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	6	0	14

2nd Year – 2nd Semester						
ELEC	2024	Commercial and Industrial Wiring	3	2	0	4
ELEC	2034	Troubleshooting Electro-Mechanical Systems	3	2	0	4
MECH	1813	Blueprint Reading & Measurement	3	0	0	3
		Behavioral/Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	4	0	14

COMPLETION AWARD: Associate of Applied Science Degree **60**

ELECTRO-MECHANICAL SYSTEMS TECHNOLOGY

MECHANICAL SYSTEMS TECHNOLOGY

PROGRAM DESCRIPTION: This program will provide students with instruction in electrical machines and power distribution, programmable logic controllers, hydraulics, pneumatics, mechanical drives, and basic machine shop practices. This program prepares students for a wide range of work environments, including industrial production/manufacturing mills, chemical and petroleum refineries, power generation plants, and various commercial companies. Graduates will be prepared to enter jobs as Electro-mechanical Technicians, Millwrights, Equipment Service Technicians, Field Technicians, Plant Operations Technicians, and other related occupations.

1st Year – 1st Semester			LEC	LAB	SWE	SCH
ELEC	1004	Principles of Technology	3	2	0	4
ELEC	1014	AC/DC Fundamentals of Electricity	3	2	0	4
ELEC	1024	Electronic and Digital Devices	3	2	0	4
MATH	1233	Technical Math	3	0	0	3
COMP	1123	Introduction to Computers	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	6	0	18
1st Year – 2nd Semester						
ELEC	1034	Industrial Motor Controls	3	2	0	4
MECH	1044	Fluid Power (Pneumatics & Hydraulics)	3	2	0	4
MECH	1054	Electro-Mechanical Device Systems	3	2	0	4
ENGL	1313	English Composition I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	4	0	15
COMPLETION AWARD: Technical Certificate						33
2nd Year – 1st Semester						
AIRC	1163	Controls for Air Conditioning/Refrigeration	2	2	0	3
ELEC	2004	Programmable Logic Controllers	3	2	0	4
ELEC	2014	Wiring Principles and Codes	3	2	0	4
ENGL	1323	English Composition II	3	0	0	3
			11	6	0	14
2nd Year – 2nd Semester						
WELD	1713	Maintenance Welding	2	2	0	3
ELEC	2034	Troubleshooting Electro-Mechanical Systems	3	2	0	4
MECH	1813	Blueprint Reading & Measurement	3	0	0	3
		Behavioral/Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	4	0	13
COMPLETIONAWARD: Associate of Applied Science Degree						60

GENERAL TECHNOLOGY

INDIVIDUALIZED TECHNICAL OPTION

PROGRAM DESCRIPTION: This program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College. This is accomplished by soliciting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective.

General Education Core		LEC	LAB	SWE	SCH
ENGL 1313	English Composition I	3	0	0	3
ENGL 1323	English Composition II	3	0	0	3
MATH 1233	Technical Mathematics or (MATH 1333 College Algebra)	3	0	0	3
COMP 1123	Introduction to Computers	3	0	0	3
EDUC 1313	Strategies for College Success	3	0	0	3
	Behavioral/Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18
Technology Specialty – Major					
Major Technology Specialty					24
Technology Specialty – Minor					
Minor Technology Specialty					15
Related Electives					
Electives					<u>3</u>
COMPLETIONAWARD: Associate of Applied Science Degree					60



PC MAINTENANCE AND REPAIR TECHNOLOGY

PROGRAM DESCRIPTION: This Technical Certificate is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs. Safety is emphasized during all aspects of the training including the electrical systems associated with computers.

1 st Year – 1 st Semester			LEC	LAB	SWE	SCH
COMP 1123	Introduction to Computers		3	0	0	3
MATH 2331	Technical Math or (MATH 1333 College Algebra)		3	0	0	3
EDUC 1313	Strategies for College Success		3	0	0	3
CNET 2313	Help Desk Technology		3	0	0	3
CNET 1143	PC Maintenance & Repair I		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	2	0	15
1 st Year – 2 nd Semester						
ENGL 1313	English Composition I		3	0	0	3
	Behavioral Social Science Elective		3	0	0	3
SPEE 2393	Oral Communication for Public Address		3	0	0	3
CNET 1113	Introduction to Computer Networking		2	2	0	3
CNET 1133	Introduction to Linux		<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			15	6	0	15

COMPLETION AWARD: Technical Certificate

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WELDING TECHNOLOGY

PROGRAM DESCRIPTION: This program prepares welders for entry-level employment in a wide range of industrial and manufacturing firms. Courses in basic welding, Arc welding, MIG, TIG, Maintenance Welding and Pipe Welding help to create a well-rounded welder. AWS welding certification opportunities make the graduate more marketable in business and industry. Safety is emphasized in all aspects of the welding program.

1st Year- 1st Semester			LEC	LAB	SWE	SCH
MECH 1813	Blueprint & Measurement		2	2	0	3
MATH 1233	Technical Math		3	0	0	3
READ 1213	Developmental Reading		3	0	0	3
WELD 1116	Basic Welding		4	4	0	6
WELD 1216	Arc Welding		4	4	0	6
			16	10	0	21
1 st Year- 2 nd Semester						
WELD 1316	Tungsten Inert Gas (TIG) Welding		4	4	0	6
WELD 1416	Metal Inert Gas (MIG) Welding		4	4	0	6
ENGL 1013	Basic English		3	0	0	3
COMP 1123	Introduction to Computers		3	0	0	3
	Technical Specialty Elective		3(6)(4)	2(4)	0	3(6)
			17(18)(20)	10(12)	0	21(24)

COMPLETION AWARD: Technical Certificate

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Approved Technical Specialty Electives

WELD 1516	Pipe Welding	4	4	0	6
WELD 1713	Maintenance Welding	2	2	0	3
ELEC 1004	Principles of Technology	3	2	0	4

NOTE: Acceptable ACT or **COMPASS** scores may waive the reading, English, and math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

WELDING - METAL INERT GAS (MIG)

PROGRAM DESCRIPTION: This certificate of proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

WELD 1116	Basic Welding	4	4	0	6
WELD 1416	Metal Inert Gas (MIG) Welding	4	4	0	6

COMPLETION AWARD: Certificate of Proficiency

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WELDING - TUNGSTEN INERT GAS (TIG)

PROGRAM DESCRIPTION: This certificate of proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

WELD 1116	Basic Welding	4	4	0	6
WELD 1316	Tungsten Inert Gas (TIG) Welding	4	4	0	6

COMPLETION AWARD: Certificate of Proficiency

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Nursing & Allied Health Technologies

NURSING AND ALLIED HEALTH TECHNOLOGIES DIVISION POLICIES

PROGRAM ACCEPTANCE

Acceptance into nursing and allied health (NAH) technology programs is competitive, and all students who apply for acceptance may not be admitted in the semester of application. NAH students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Placement is given to those candidates who, in the opinion of program faculty, best meet the published requirements for acceptance into the programs. Students who are accepted for a specific program will be notified by the NAH Division.

FUNCTIONAL ABILITY REQUIREMENTS

Due to the nature of health care professions, there are functional ability requirements for acceptance and progression. Applicants with special needs due to disability must make this fact known and request accommodations prior to being accepted into the program. Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The National Council of State Boards of Nursing (NCSBN) has identified Uniform Core Licensure Requirements for nurses and professionals. <https://www.ncsbn.org/667.htm>. The Nursing & Allied Health division also has adopted basic functional standards as requirements for all Nursing & Allied Health students. Included in the functional ability category requirements are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents (www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf):

- “Functional Ability Requirements for Nursing and Allied Health Students” and
- “Common Activities Required of Nursing and Allied Health Professionals,”

For acceptance and progression in the curriculum, students must be able to perform all of the functional activities, either with or without accommodations. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. A physician's statement will be required.

STUDENT CONDUCT

Students enrolled in NAH programs are preparing to become professionals. Each student's personal conduct must reflect behavior appropriate to the profession. Unsatisfactory conduct in the classroom or clinical setting may result in probation and/or dismissal from the program according to Progressive Discipline Policies of the division. Students are expected to follow the policies of the NAH Division, clinical agencies, and the College as outlined in the College Catalog and Student Handbook.

GRADES

NAH programs use a grading scale that differs from the College's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

90 – 100	A
80 – 89	B
*75 – 79	C
74 – Below	Failing

* Less than a “C” constitutes failure in all NAH courses.

Evaluation: In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi and is graded according to the above scale. Students taking a course for audit must also perform satisfactorily. Unsatisfactory clinical performance during an audited course may result in non-progression.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) STATEMENT

Students enrolled in Nursing and Allied Health Technology programs will be privy to confidential information. In accordance with the HIPAA, the students are not to disclose Protected Health Information (PHI) that is obtained while in the clinical setting to anyone who does not have a legal need to know. Information that cannot be disclosed under HIPAA guidelines includes the patient's PHI, name, social security number, address, and insurance information. PHI should only be used for the student's learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution. Individual programs will cover the issue of confidentiality in more detail.

CRIMINAL BACKGROUND CHECKS

Clinical agencies may require criminal background checks prior to allowing students to engage in clinical experiences. Persons in Nursing and Allied Health programs who have been convicted of certain crimes may not be allowed to participate in clinical or to sit for state/national licensure/certification examinations. All fees associated with background checks are at the student's expense. Criminal background information may be shared with clinical agencies and/or national licensing agencies.

The Arkansas State Board of Nursing (ASBN) requires that all applicants for licensure submit to Arkansas State Police and FBI criminal background check prior to graduation. All students accepted into a nursing program will be required to have these backgrounds checks and will pay all associated fees.

No person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or no contend ere to, or been found guilty of, any of the following offenses by any court in the State of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court:

- (1) Capital murder, as prohibited in § 5-10-101;**
- (2) Murder in the first degree and second degree, as prohibited in §§ 5-10-102 and 5-10-103;**
- (3) Manslaughter, as prohibited in § 5-10-104;**
- (4) Negligent homicide, as prohibited in § 5-10-105;**
- (5) Kidnapping, as prohibited in § 5-11-102;**
- (6) False imprisonment in the first degree, as prohibited in § 5-11-103;**
- (7) Permanent detention or restraint, as prohibited in § 5-11-106;**
- (8) Robbery, as prohibited in § 5-12-102;**
- (9) Aggravated robbery, as prohibited in § 5-12-103;**
- (10) Battery in the first degree, as prohibited in § 5-13-201;**
- (11) Aggravated assault, as prohibited in § 5-13-204;**
- (12) Production of controlled substance into the body of another person, as prohibited in § 5-13-202;**
- (13) Terroristic threatening in the first degree, as prohibited in § 5-13-301;**
- (14) Rape and carnal abuse in the first degree, second degree, and third degree, as prohibited in §§ 5-14-103 - 5-14-106;**
- (15) Sexual abuse in the first degree and second degree, as prohibited in §§ 5-14-108 and 5-14-109;**
- (16) Sexual solicitation of a child, as prohibited in § 5-14-110;**
- (17) Violation of a minor in the first degree and second degree, as prohibited in §§ 5-14-120 and 5-14-121;**
- (18) Incest, as prohibited in § 5-26-202;**
- (19) Offenses against the family, as prohibited in §§ 5-26-303 - 5-26-306;**
- (20) Offering the welfare of incompetent person in the first degree, as prohibited in § 5-27-201;**
- (21) Offering the welfare of a minor in the first degree, as prohibited in § 5-27-203;**
- (22) Permitting child abuse, as prohibited in § 5-27-221(a)(1) and (3);**

- (23) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
- (24) Any adult abuse, as prohibited in § 5-28-103;
- (25) Theft of property, as prohibited in § 5-36-103;
- (26) Theft by receiving, as prohibited in § 5-36-106;
- (27) Arson, as prohibited in § 5-38-301;
- (28) Burglary, as prohibited in § 5-39-201;
- (29) Any violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608, as prohibited in § 5-64-401;
- (30) Motion of prostitution in the first degree, as prohibited in § 5-70-104;
- (31) Talking, as prohibited in § 5-71-229; and
- (32) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

Persons may request a waiver by the Board, but not until after completion of the nursing education program. Circumstances for which a waiver may be granted shall include, but not limited to:

- (A) The age at which the crime was committed;
- (B) The circumstances surrounding the crime;
- (C) The length of time since the crime;
- (D) Subsequent work history;
- (E) Employment references;
- (F) Character references; and
- (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of children or other clients.



EMERGENCY MEDICAL SCIENCES

EMT – BASIC

PROGRAM DESCRIPTION: Emergency Medical Sciences EMT-Basic is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an EMT-B.

APPLICATION PROCEDURE AND DEADLINE: Class size is limited; and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

APPLICATION DEADLINE: Classes are held each semester. The selection process for admission is open through general registration and is based on first-come, first enrolled basis until class capacity is reached.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College
2. Completion of competency testing in Reading (ACT or **COMPASS**) Minimum scores ACT Reading 16; **COMPASS** Reading 70, or successful completion of a course in Developmental Reading with a grade of "C" or better.
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
Pine Bluff, AR 71603

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to begin classes:

- a. Functional Ability Acknowledgement Form
- b. P.P.D. Skin Test or Chest X-Ray
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form
- d. Criminal Background Check

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

Semester (16 Weeks)		LEC	LAB	SWE	SCH
EMER 1009	EMT Basic	7	4	4	9

COMPLETION AWARD: Certificate of Proficiency

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EMERGENCY MEDICAL SCIENCES

PARAMEDIC

PROGRAM DESCRIPTION: The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination. Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

APPLICATION PROCEDURE AND DEADLINE:

Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

APPLICATION DEADLINE: 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT Reading Score of 19 or **COMPASS** score Reading 83; or completion of course in developmental reading with a grade of "C" or better. **COMPASS** Writing 80; **COMPASS** Math 21; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. Copy of current EMT - A Certification Card.
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
Pine Bluff, AR 71603

NOTE: Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

- a. Current CPR Certification (American Heart Association Health Care Provider)
- b. Functional Ability Acknowledgement Form
- c. P.P.D. Skin Test or Chest X-Ray
- d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

EMERGENCY MEDICAL SCIENCES PARAMEDIC

Summer Session		LEC	LAB	SWE	SCH
EMER 1009	EMT Basic	7	4	4	9
1st Year – 1st Semester					
EMER 1114	Foundations of EMS	3	2	0	4
EMER 1111	Basic EKG Interpretation	1	0	0	1
EMER 1112	Clinical Preparation	1	2	0	2
EMER 1134	Clinical Practicum I	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		5	4	12	11
1st Year – 2nd Semester					
EMER 1234	Pathophysiology for EMS Providers	3	2	0	4
EMER 1213	Management of the Trauma Patient	3	0	0	3
EMER 1222	Acute Cardiac Care	1	2	0	2
EMER 1242	Management of Critical Care Patients	1	2	0	2
EMER 1244	Clinical Practicum II	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		8	6	12	15
1st Year-Extended Summer Session					
EMER 1413	Management of Medical Emergencies	3	0	0	3
EMER 1411	Paramedic Competencies	1	0	0	1
EMER 1424	Clinical Practicum III	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		4	0	12	8
COMPLETION AWARD: Technical Certificate					34
2nd Year – 1st Semester					
ENGL 1313	English Composition I	3	0	0	3
MATH 1333	College Algebra	3	0	0	3
BIOL 2454	Human Anatomy & Physiology I	3	2	0	4
PSYC 2303	General Psychology	3	0	0	3
COMP 1123	Introduction to Computers	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16
2nd Year – 2nd Semester					
ENGL 1323	English Composition II	3	0	0	3
BIOL 2464	Human Anatomy & Physiology II	3	2	0	4
BIOL 2474	Microbiology	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		8	4	0	11
COMPLETION AWARD: Associate of Applied Science Degree					61

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon recommendation of the committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350

UAMS-CHRP-Contact

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EMERGENCY MEDICAL SCIENCES

PARAMEDIC — PART-TIME

Summer Session		LEC	LAB	SWE	SCH
EMER 1009	EMT Basic	7	4	4	9
1st Year – 1 st Semester					
EMER 1114	Foundations of EMS	3	2	0	4
EMER 1111	Basic EKG Interpretation	1	0	0	1
EMER 1112	Clinical Preparation	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		5	4	0	7
1 st Year – 2 nd Semester					
EMER 1134	Clinical Practicum I	0	0	12	4
EMER 1234	Pathophysiology for EMS Providers	3	2	0	4
EMER 1213	Management of the Trauma Patient	3	0	0	3
EMER 1222	Acute Cardiac Care	1	2	0	2
		7	4	16	13
1 st Year – Summer Term					
EMER 1242	Management of Critical Care Patient	1	2	0	2
EMER 1244	Clinical Practicum II	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		1	2	12	6

COMPLETION AWARD: Technical Certificate

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2nd Year-Fall Semester					
EMER 1413	Management of Medical Emergencies	3	0	0	3
EMER 1411	Paramedic Competencies	1	0	0	1
EMER 1424	Clinical Practicum III	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		4	0	16	8

COMPLETION AWARD: Technical Certificate

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2 nd Year – 1 st Semester					
ENGL 1313	English Composition I	3	0	0	3
MATH 1333	College Algebra or	2	0	0	3
MATH 1233	Technical Math	(3)	(3)	(3)	(3)
BIOL 2454	Human Anatomy & Physiology I	3	2	0	4
PSYC 2303	General Psychology	3	0	0	3
COMP 1123	Introduction to Computers	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16
2 nd Year – 2 nd Semester					
ENGL 1323	English Composition II	3	0	0	3
BIOL 2464	Human Anatomy & Physiology II	3	2	0	4
BIOL 2474	Microbiology	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		9	4	0	11

COMPLETION AWARD: Associate of Applied Science Degree

61

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP). CAAHEP, 1361 Park Street, Clearwater, FL 33756; Phone: (727) 210-2350

UAMS-CHRP Contact

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HEALTH SCIENCES

PROGRAM DESCRIPTION: This technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are prerequisite for acceptance into nursing and other health science majors. The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula. Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

ADMISSION REQUIREMENTS: General and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. ACT Reading Score of 19 **or** **COMPASS** Scores: Reading- 83; Writing-80; Math-21.
3. Approval of a Nursing & Allied Health faculty advisor.

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
1st Semester						
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
EDUC 1313		Strategies for College Success	3	0	0	3
BIOL* 2226		Anatomy & Physiology for Healthcare Professionals or	6	0	0	6
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	(3) 15	(2) 0	(0) 0	(4) 15
2nd Semester						
ENGL 1323	ENGL 023	English Composition II	3	0	0	3
*BIOL 2232		Anatomy & Physiology Lab for Healthcare Professionals or	0	4	0	2
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II	(3)	(2)	(0)	(4)
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
PSYC 2303	PSYC1103	General Psychology or	3	0	0	3
PSYC 2323	PSYC2103	Developmental Psychology	(3)	(0)	(0)	(3)
HEAL 1113		Medical Terminology or Approved General or Technical Studies Elective	(3) 12	(0) 6	(0) 0	(3) 15

COMPLETION AWARDED: Technical Certificate

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*Course may not be transferable. Student must verify transferability with transferring school. BIOL 2454 Anatomy & Physiology I and BIOL 2464 Anatomy & Physiology II may be substituted.

REGISTERED NURSING PROGRAM

LPN/PARAMEDIC TO RN TRANSITION OPTION

ADMISSION REQUIREMENTS:

10. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook.
11. Completion of the Nursing and Allied Health Application for Admission form.
12. ACT Reading Score of 19 or **COMPASS** score Reading 83; or completion of course in developmental reading with a grade of "C" or better. **COMPASS** Writing 80; **COMPASS** Math 21; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
13. Completion of all required developmental education courses. Possess a current unencumbered Arkansas LPN license or EMT-P certification.
14. Provide transcripts from all colleges and/or schools of nursing and allied health attended.
15. Place ACT or **COMPASS** scores on file with the College.
16. Transfer students must present a letter of good standing from previous nursing program director.
17. Possess a 2.5 Grade point average.
18. Complete the required general education courses from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education courses are calculated to determine admission status).
19. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
20. Completion of the required nursing program entrance exam. Scores must be included with the application.
21. Attend a mandatory pre-acceptance orientation.
22. Provide evidence of recent satisfactory work experience.

The above information must be submitted to:

Southeast Arkansas College
Attn: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by: 2nd Friday in March.**

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Arkansas State Police and FBI Criminal background check.*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

REGISTERED NURSING PROGRAM

LPN/PARAMEDIC TO RN TRANSITION OPTION

PROGRAM DESCRIPTION: This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
General Education Course Requirements						
1st Year – 1st Semester						
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
MATH 1333	MATH 1103	College Algebra or (MATH 1233 Technical Math)	3	0	0	3
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
HOME 1323*		Basic Nutrition (Optional)	3	0	0	3
CHEM 1434*	CHEM 1414	General Chemistry (Optional)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			12	2	0	13
1st Year – 2nd Semester						
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
BIOL 2464**	BIOL 2464	Human Anatomy & Physiology II	3	2	0	4
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
SOCI 2313*	SOCI 1013	Intro to Sociology (Optional)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	4	0	14
*Highly recommended elective, but not required for the A.A.S. Degree.						
** Course must be completed within past five (5) years.						
Nursing Course Requirements						
Technical Certificate in Practical Nursing						10
1st Year – 2nd Semester						
NURS 2114		Nursing Process I	4	0	0	4
NURS 2122		Nursing Practicum I	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
			4	0	6	6
2nd Year – 1st Semester						
NURS 2117		Nursing Process II	7	0	0	7
NURS 2224		Nursing Practicum II	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			7	0	12	11
2nd Year – 2nd Semester						
NURS 2317		Nursing Process III	7	0	0	7
NURS 2324		Nursing Practicum III	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			7	0	12	11

COMPLETION AWARD: Associate of Applied Science Degree **65**

The LPN/LPTN to RN Transition program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Ste. 850; Atlanta, GA 30326, (404) 975-5000; www.ACEN.org

REGISTERED NURSING PROGRAM

ONLINE LPN/PARAMEDIC TO RN TRANSITION

ADMISSION REQUIREMENTS:

1. Completion of High School (or GED Equivalency) diploma.
2. Completion of SEARK College Admission Requirements.
3. Graduate of a State Board approved practical nursing or State Approved EMT-Paramedic program.
4. **COMPASS** scores of 21% in Math, 80% in writing, and 83% in reading; or ACT Composite Score of 18; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Completion of all required developmental educational courses.
6. Possess a current unencumbered Arkansas LPN license or EMT-P certification.
7. Provide transcripts from all colleges and/or schools of nursing and allied health attended.
8. Place ACT or **COMPASS** scores on file with the College.
9. Transfer students must present a letter of good standing from previous nursing program director.
10. Possess a 2.5 Grade point average.
11. Complete the required general education courses from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education courses are calculated to determine admission status).
12. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
13. Completion of the required nursing program entrance exam. Scores must be included with the application.
14. Attend a mandatory pre-acceptance orientation.
15. Provide evidence of recent satisfactory work experience.
16. Students enrolling in the program must have strong computer literacy.

The above information must be submitted to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. Applications must be submitted by: 2nd Friday in March.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Arkansas State Police and FBI Criminal background check.*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

REGISTERED NURSING PROGRAM

ONLINE LPN/PARAMEDIC TO RN TRANSITION

PROGRAM DESCRIPTION: This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Course No.	Course Name	LEC	LAB	SWE	SCH
General Education Course Requirements					
1st Year – 1st Semester					
ENGL 1313	English Composition I	3	0	0	3
MATH 1233+	Technical Math or (Higher Level Math)	3	0	0	3
PSYC 2303	General Psychology	3	0	0	3
BIOL 2454	Human Anatomy & Physiology I or	3	2	0	4
BIOL 2226+	Anatomy & Physiology for Health Professions	(6)	(0)	(0)	(6)
HOME 1323**	Basic Nutrition	3	0	0	(3)
CHEM 1434*	General Chemistry or (CHEM 1204 Intro. to Chemistry for Health Sciences)	<u>(3)</u> 15	<u>(2)</u> 2	<u>(0)</u> 0	<u>(4)</u> 13
1st Year – 2nd Semester					
ENGL 1323	English Composition II	3	0	0	3
COMP 1123	Introduction to Computers	3	0	0	3
BIOL 2464	Human Anatomy & Physiology II or	3	2	0	4
BIOL 2232+	Anatomy & Physiology Lab for Healthcare Professionals	(0) 3	(4) 2	(0) 0	(2) 4
BIOL 2474	Microbiology	3	2	0	4
SOCI 2313*	Introduction to Sociology (optional)	<u>(3)</u> 12	<u>(0)</u> 4	<u>(0)</u> 0	<u>(3)</u> 14
*Highly recommended elective, but not required for the A.A.S. Degree					
** Course must be completed within past five (5) years					
+ Course may not be transferable. Check with your transferring institution.					
Technical Certificate (LPN/EMT- P) Course Requirements					10
2nd Year – Summer Session					
NURS 2114	Nursing Process I	4	0	0	4
NURS 2122	Nursing Practicum I	<u>0</u> 4	<u>0</u> 0	<u>6</u> 6	<u>2</u> 6
2nd Year – 1st Semester					
NURS 2217	Nursing Process II	7	0	0	7
NURS 2224	Nursing Practicum II	<u>0</u> 7	<u>0</u> 0	<u>12</u> 12	<u>4</u> 11
2nd Year – 2nd Semester					
NURS 2317	Nursing Process III	7	0	0	7
NURS 2324	Nursing Practicum III	<u>0</u> 7	<u>0</u> 0	<u>12</u> 12	<u>4</u> 11
COMPLETION AWARD: Associate of Applied Science Degree					65

The LPN/Paramedic to RN Transition and Generic program Options are accredited by the Accreditation Commission for Education in Nursing. (ACEN), 3343 Peachtree Road, NE, Ste. 500; Atlanta, GA 30326; (404) 975-5000; www.acen.org

REGISTERED NURSING PROGRAM

LPN to RN PRE-PROFESSIONAL CURRICULUM

(In cooperation with Jefferson Regional Medical Center's School of Nursing –
Associate of Applied Science in Nursing Degree)

ADMISSION REQUIREMENTS: Practical Nursing Program Completion and Licensure plus JPMC School of Nursing Admission Requirements and Procedures. Interested students should consult the current catalog of the JPMC School of Nursing for further requirements.

DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Associate of Applied Science in Nursing Degree program offered through Jefferson Regional Medical Center (JPMC). Fulfillment of the pre-professional curriculum does not assure admission to the JPMC program

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
General Education Pre-Requisites to N101						
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II	3	2	0	4
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
			12	6	0	15

Total General Education Hours

NOTE: Students who score below 19 on ACT Reading, English, or Mathematics shall enroll in the following course(s) as required:

READ 1213	Developmental Reading
ENGL 1013	Basic English
MATH 1013	Elementary Algebra
MATH 1023	Intermediate Algebra

Associate of Applied Science in Nursing Degree (JPMC)

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
1st Term (16 weeks) Level I:						
NURS *101		Fundamentals of Nursing				
MATH 1233		Technical Math	3	0	0	3
COMP 1123		Intro to Computer	3	0	0	3
2nd Term (16 weeks) Level II:						
NURS 201		Medical-Surgical Nursing				
NURS 202		Mental Health Nursing				
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
3rd Term: (16 weeks) Level II:						
NURS 203		Maternal-Newborn Nursing				
NURS 204		Nursing of Children				
ENGL 1323		English Composition II	3	0	0	3
4th Term (16 weeks) Level III:						
NURS 301		Critical Care				
NURS 302		Leadership & Management				

** Eligible for Credit by Examination*

COMPLETION AWARD: Associate of Applied Science in Nursing Degree

REGISTERED NURSING PROGRAM

GENERIC OPTION

PROGRAM DESCRIPTION: This program is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a registered nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. SEARK College offers (2) options for students desiring to obtain the Associate of Applied Science Degree in Nursing (LPN/Paramedic to RN Transition & Generic Option). The Generic option requires students to complete course work in fundamental skills already attained by the LPN/Paramedic.

APPLICATION PROCEDURES & DEADLINE: Application deadline second (2) Friday in March. Classes are admitted in August. Class size is limited; and all applicants are not accepted for participation.

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:

1. Documentation of current American Heart Association (AHA) CPR certification (Level C)
2. Acknowledgement of Functional Abilities Requirements
3. Documentation of P.P.D. Skin Test or Chest X-Ray
4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form.
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check.
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification.

Student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

ADMISSION REQUIREMENTS:

1. Complete all SEARK College Admission Requirements.
2. ACT Reading Score of 19 or **COMPASS** score Reading 83; or completion of course in developmental reading with a grade of "C" or better. **COMPASS** Writing 80; **COMPASS** Math 21; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
3. ACT or **COMPASS** scores on file.
4. Completion of all required developmental education courses.
5. Provide transcripts from all colleges and /or schools of nursing and allied health attended.
6. Transfer students must present a letter of good standing from previous nursing program director.
7. Possess a 2.5 Grade Point Average.
8. Complete the required general education courses from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education courses are calculated in determining admission status).
9. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
10. Completion of the required nursing program admission exam. Scores must be included with application. Applicants are responsible for completing and submitting the items at the time of application to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
Attn: Associate of Applied Science Degree
Registered Nursing Program – Generic Option
1900 Hazel Street
Pine Bluff, AR 71603

PRE-ADMISSION REQUIREMENTS:

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
CNA Certification required for Admission						
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
MATH 1333	MATH 1103	College Algebra or	3	0	0	3
MATH 1233		Technical Math				
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I or	3	2	0	4
BIOL 2226		Anatomy & Physiology for				
		Healthcare Professions	(6)	(0)	(0)	(6)
CHEM 1434*	CHEM 1414	General Chemistry (Optional)	(3)	(2)	(0)	(4)
			15	2	0	16
1st Year – Summer Session						
BIOL 2464	BIOL 2414	Human A & P II or	3	2	0	4
BIOL 2232		Human A & P for	(0)	(4)	(0)	(2)
		Healthcare Prof. Lab				
			3	2	0	4
Fall Semester 1st Year						
NURS 1604		Core Nursing Concepts I	4	0	0	4
NURS 1613		Core Nursing Skills Concepts I	0	0	9	3
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
HOME 1323**		*Basic Nutrition (Optional)	(3)	(0)	(0)	(3)
			7	2	9	11
Spring Semester- 1st Year						
NURS 1624		Core Nursing Concepts II	4	0	0	4
NURS 1633		Core Nursing Skills Concepts II	0	0	9	3
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
SOCI 2313*	SOCI 1013	Intro to Sociology (Optional)	(3)	(0)	(0)	(3)
*Highly recommended elective, but not required for the A.A.S. Degree			7	0	9	10
** Course must be completed within past 5 years						
Nursing Course Requirements						
2nd Year- Summer Session						
NURS 2114		Nursing Process I	4	0	0	4
NURS 2122		Nursing Practicum I	0	0	6	2
			4	0	6	6
2nd Year- 1st Semester						
NURS 2217		Nursing Process II	7	0	0	7
NURS 2224		Nursing Practicum II	0	0	12	4
			7	0	12	11
2nd Year-2nd Semester						
NURS 2317		Nursing Process III	7	0	0	7
NURS 2324		Nursing Practicum III	0	0	12	4
			7	0	12	11

COMPLETION AWARD: Associate of Applied Science Degree

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The Generic RN Program Option is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Rd. NE, Ste. 850; Atlanta, GA, 30326. (404) 975-5000; www.ACEN.org.

MEDICAL CODING

PROGRAM DESCRIPTION: This program is designed to prepare students with the knowledge and skills required for basic medical coding. Students receive an in-depth introduction and practice in procedural coding using the ICD 10-CM/PCS and CPT-4 classification systems. Emphasis is placed on the purpose of coding, definitions of key terms, accurate application of coding principles, and an overview of the impact of prospective reimbursement on the function of coding, principles of classification systems, nomenclatures, indexes, and registers. Students develop coding competency in both hospital and physician practice settings. Upon completion students are eligible to sit for the Certified Coding Associate (CCA) exam offered by the American Health Information Association (AHIMA).

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
1st Year – 1st Semester						
BIOL 2226	BIOL 2404	Anatomy & Physiology for Health Professions or	6	0	0	6
BIOL 2454	BIOL 2404	Anatomy & Physiology I	(3)	(2)	(0)	(4)
BIOL 2464	BIOL 2414	Anatomy & Physiology II	(3)	(2)	(0)	(4)
HEAL 1413		Basic Coding and Classification Systems	3	0	0	3
HEAL 1113		Medical Terminology	3	0	0	3
			12	0	0	12
1st Year –2nd Semester						
HEAL 1343		Disease Processes	3	0	0	3
HEAL 1513		Intermediate Medical Coding Principles	2	2	0	3
			18	2	0	18
COMPLETION AWARD: Certificate of Proficiency						69

*Certificate of Proficiency

MEDICAL TECHNOLOGY PROGRAM

PRE-PROFESSIONAL CURRICULUM

In Cooperation with the University of Arkansas for Medical Sciences
College of Health Related professions (UAMS-CHRP)

PROGRAM DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Medical Technology program offered through UAMS-CHRP. Fulfillment of the Medical Technology pre-professional curriculum does not assure admittance to the professional program at UAMS-CHRP.

ADMISSION REQUIREMENTS: Complete all SEARK College Admission Requirements

Course No.	ACTS	Course Name	LEC	LAB	SWE	SCH
1st Year – 1st Semester						
BIOL 1464	BIOL 1014	Principles of Biology	3	2	0	4
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
SOCI 2313	SOCI 1013	Introduction to Sociology	3	0	0	3
HIST 1333	HIST 1213	World Civilization I	3	0	0	3
MATH 1333	MATH 1103	College Algebra	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	2	0	16
1st Year –2nd Semester						
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
HIST 1343	HIST 1223	World Civilization II	3	0	0	3
		Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	2	0	16
1st Year - Summer Session						
		Elective	3	0	0	3
2nd Year – 1st Semester						
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
CHEM 1434	CHEM 1414	General Chemistry I	3	2	0	4
SPEE 2393	SPCH 1003	Oral Communication for Public Address	3	0	0	3
ART 2343	ARTA 1003	Art History & Appreciation or (MUSI 2333 Music History & Appreciation or SPEE 2413 Intro to Theatre & Drama)	3	0	0	3
HIST 2313	HIST 2113	U.S. History to 1877 or HIST 2323 U.S. History Since 1877 or POLI 2313 American Government	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	4	0	3
2nd Year – 2nd Semester						
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II	3	2	0	4
CHEM 1444	CHEM 1424	General Chemistry II	3	2	0	4
ENGL 2363	ENGL 2113	World Literature I or (ENGL 2313 English Literature I or PHIL 2313 History of Philosophy or PHIL 2323 Ethics)	3	0	0	3
		Electives (2)	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>
			15	4	0	17

Total General Education

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Students interested in applying for the professional courses must consult the UAMS-CHRP catalog or contact the Medical Technology Program Director for the professional curriculum:

Karen Hunter, MS, MT (ASCP), Chairman & Associate Professor
Department of Laboratory Sciences-MT Program: UAMS - CHRP
4301 West Markham Street; Little Rock, AR 72205
Phone (501) 686-5776; (800) 981-4427
Fax (501) 686-6513; e-mail: kkhunter@UAMS.edu

MEDICATION ASSISTING TECHNOLOGY

(Inactive Program)

PROGRAM DESCRIPTION: (Pre-requisites: By permission). This course is designed to introduce the principles and concepts of medication administration as it relates to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C).

ADMISSION REQUIREMENTS: A current unencumbered CNA certificate, one (1) year employment in a Long Term Care Facility, and a satisfactory letter of recommendation from a current employer.

***Note: Nursing students who have completed a portion of the curriculum equivalent to med aid training may be allowed to take the MA-C examination.**

ACCEPTANCE PROCEDURE:

Completion of all general admission procedures of the College.

Completion of the Nursing and Allied Health Application for Admission form.

Completion of competency testing in Reading (ACT or **COMPASS**) Minimum acceptable scores –ACT: Reading 16; **COMPASS**: Reading 70 or completion of a course in Developmental Reading.

Completion of or concurrent enrollment in HEAL 1113 Medical Terminology

Criminal background check.

*Students challenging the MA-C examination will be required to have a criminal background check prior to testing.

			LEC	LAB	SWE	SCH
HEAL	1113	Medical Terminology	3	0	0	3
ALLI	1135	Medical Assisting Technology	<u>3</u>	<u>2</u>	<u>3</u>	<u>5</u>
			6	2	3	8

COMPLETION AWARD: Certificate of Proficiency

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This program is approved by the Arkansas State Board of Nursing.



NURSING ASSISTANT/HOME CARE AIDE

PROGRAM DESCRIPTION: The Nursing Assistant/Home Care Aide focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed upon assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to care giving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program students will receive a Nursing Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines. A grade of "C" is required for passing.

COURSE OPTIONS: Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

ADMISSION REQUIREMENTS: Complete all SEARK College Admission Requirements. General and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook.
2. Completion of competency testing in Reading (ACT or **COMPASS**) Minimum acceptable scores – ACT: Reading 16; **COMPASS**: Reading 70 or completion of a course in Developmental Reading.
3. Approval of a Nursing & Allied Health faculty advisor.
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

APPLICATION PROCESS: Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: Upon acceptance to the program, individual are required to submit the following health information as evidence of being free of any communicable disease prior to beginning classes.

1. Functional Ability Acknowledgement Form
2. P.P.D. Skin Test or Chest X-Ray
3. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
4. Criminal background check.

Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Office of Long Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view www.seark.edu – Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

Course No.	Course Name	LEC	LAB	SWE	SCH
ALLI 1117	Nursing Assistant/Home Care Aide	5	4	0	<u>7</u>

COMPLETION AWARD: Certificate of Proficiency: Nursing Assistant

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Certificate of Completion: Home Care Aide

PHLEBOTOMY TECHNOLOGY

PROGRAM DESCRIPTION: This one-semester program introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment in inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Program graduates may apply to seek certification through the American Society of Clinical Pathology (ASCP) or the National Health Career Association (NHA). The program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

ADMISSION REQUIREMENTS: Complete all SEARK College Admission Requirements. General and specific requirements listed below:

ACCEPTANCE PROCEDURE:

1. Completion of all general admission procedures of the College.
2. Completion of competency testing in Reading (ACT or **COMPASS**) Minimum acceptable scores – ACT: Reading 19; **COMPASS**: Reading 83 or completion of a course in Developmental Reading.
3. Completion of the Nursing and Allied Health Application for Admission form.
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission).
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification.
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student's expense.

Semester			LEC	LAB	SWE	SCH
HEAL 1113	Medical Terminology		3	0	0	3
HEAL 1216	Introduction to Phlebotomy		<u>4</u>	<u>3</u>	<u>3</u>	<u>6</u>
			7	3	3	9
COMPLETION AWARD: Certificate of Proficiency						9

The Phlebotomy Technology program is Approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Rd., Ste. 720, Rosemont, IL 60018-5119; (773) 714-8880; www.naacls.org.

PRACTICAL NURSING

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted in August and January. Class size is limited, and all applicants are not accepted for participation.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

Application Deadline: August Admission – 2nd Friday in March
January Admission – 1st Friday in October

ADMISSION REQUIREMENTS: General and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT Reading Score of 19 or **COMPASS** score Reading 83; or completion of course in developmental reading with a grade of "C" or better. **COMPASS** Writing 80; **COMPASS** Math 21; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
5. Current state certification as a Certified Nursing Assistant (CNA).
6. Nursing entrance test scores on file.

The above information must be submitted to:

Southeast Arkansas College
Attention: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or **COMPASS** scores are reviewed to determine acceptance into the program. Students who have successfully completed remedial courses in math, reading or English will also be considered. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Practical Nursing program, the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment.
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have state and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

PRACTICAL NURSING

PROGRAM DESCRIPTION: This interdisciplinary practical nursing program is designed to provide a beginning point for individuals seeking upward mobility in the nursing profession. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN), and/or physicians in the cooperating clinical facilities. Certified Nursing Assistants (CNA) are eligible for acceptance into Practical Nursing program. The CNA who possesses current State of Arkansas Certification receives direct articulated credit in lieu of repeating the course. The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician's offices, and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field. Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

ADMISSION REQUIREMENTS: Special requirements as contained in the College Catalog and successful completion of the required developmental education courses. Arkansas State Certification as a Certified Nursing Assistant (CNA) may satisfy the requirement for ALLI 1117 - Nursing Assistant. An admission test is required of all practical nursing applicants.

Course	ACTS	Course Name	<u>LEC</u>	<u>LAB</u>	<u>SWE</u>	<u>SCH</u>
Summer Session						
BIOL 2226*		Anatomy & Physiology for Health Care Professions or	6	0	0	6
BIOL 2454#	BIOL2404	Human Anatomy & Physiology I	(3)	(2)	(0)	(4)
BIOL 2464#	BIOL2414	Human Anatomy & Physiology II	(3)	(2)	(0)	(4)
ALLI 1117		Nursing Assistant	<u>5</u>	<u>4</u>	<u>0</u>	<u>7</u>
			11	4	0	13
1 st Year – 1 st Semester MODULE I (1 st 8-Weeks)						
PNUR 1138		Fundamental Nursing Concepts and Skills I	5	9	0	8
PNUR 1111		Vocational Legal and Ethical Concepts	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			6	9	0	9
MODULE II (2nd 8-Weeks)						
PNUR 1245		Fundamental Nursing Concepts and Skills II	4	3	0	5
PNUR 1211		Pharmacology Concepts and Applications	1	0	0	1
PNUR 1161		Nursing Care of the Geriatric Client	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			6	3	0	7
1st Year – 2nd Semester MODULE III						
PNUR 1317		Medical Surgical Nursing and Clinical I	4	0	9	7
PNUR 1232		Nursing Care of Mothers & Infants	1	0	3	2
PNUR 1242		Nursing Care for Children	1	0	3	2
PNUR 1321		Nursing Care of the Mentally Ill Client	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			7	0	15	12
Summer Session MODULE IV (8-Weeks)						
1417 PNUR		Medical Surgical Nursing and Clinical II	<u>4</u>	<u>4</u>	<u>0</u>	<u>9</u>
			4	0	9	7

COMPLETION AWARD: Technical Certificate (Nursing Course Requirements)

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*Course may not be transferable. Student must verify transferability with transferring school.

BIOL 2454 Anatomy & Physiology I and BIOL 2464 Anatomy & Physiology II may be substituted.

PRACTICAL NURSING

PART-TIME EVENING/WEEKEND TRACK

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation. Applications Deadline: August Admission - 2nd Friday in March

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: General and specific requirements listed below:

1. Completion of all general admission procedures to the college.
2. Completion of Nursing and Allied Health Application for Admission form.
3. ACT Reading Score of 19 or **COMPASS** score Reading 83; or completion of course in developmental reading with a grade of "C" or better. **COMPASS** Writing 80; **COMPASS** Math 21; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
5. Current state certification as a Certified Nursing assistant (CNA).
6. Nursing entrance test scores on file.

The student is responsible for submitting documentation of all the above admission requirements at the time of application to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health office by 4:30 p. m. on the application deadline date may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance into the program. ACT or **COMPASS** scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in Math, English, and/or Reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Practical Nursing Program, the student must submit the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. PPD Skin Test or Chest X-ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have State Police and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program.

Random drug screening may be used anytime during the program at the student's expense.



PRACTICAL NURSING

PART-TIME EVENING/WEEKEND TRACK

PROGRAM DESCRIPTION: The part-time practical nursing program is designed to provide an avenue for upward mobility in the nursing profession while employed full-time. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN) or physicians in the cooperating clinical facilities. Certified Nursing Assistants (CNA) who are employed are eligible for acceptance into the part-time program. CNA's who possess a current State of Arkansas Certification receive direct articulation credit in lieu of repeating the course. The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician's offices and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field. Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

Course	ACTS	Course Name	<u>LEC</u>	<u>LAB</u>	<u>SWE</u>	<u>SCH</u>
Summer Session						
BIOL 2226*		Anatomy & Physiology for Health Professions	6	0	0	6
BIOL 2454#	BIOL2404	Human Anatomy & Physiology I	(3)	(2)	(0)	(4)
BIOL 2464#	BIOL2464	Human Anatomy & Physiology II	(3)	(2)	(0)	(4)
ALLI 1117		Nursing Assistant	5	4	0	7
			11	4	0	13
Semester I (August)						
PNUR 1138		Fundamental Concepts & Skills I	5	9	0	8
PNUR 1321		Nursing Care of Mentally Ill	1	0	0	1
PNUR 1111		Vocational, Legal, and Ethical Concepts	1	0	0	1
			7	9	0	10
Semester II (January)						
PNUR 1245		Fundamental Concepts and Skills II	4	3	0	5
PNUR 1161		Nursing Care of the Geriatric Client	1	0	0	1
PNUR 1211		Pharmacology Concepts and Applications	1	0	0	1
			6	3	0	7
Semester III (Summer)						
PNUR 1317		Medical Surgical Nursing & Clinical I	4	0	9	7
	4		9	7		
Semester IV (Fall)						
PNUR 1417		Medical Surgical Nursing & Clinical II	4	0	9	7
PNUR 1242		Nursing Care of Children	1	0	3	2
PNUR 1232		Nursing Care of Mothers/Infants	1	0	3	2
			6	0	15	11

Completion Award: Technical Certificate

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*Clinical hours may be scheduled for first or second shift.

*Course may not be transferable. Student must check transferability with transferring school.

#BIOL 2454 Human Anatomy & Physiology I and 2464 Human Anatomy II may be substituted if completed in the past five (5) years or as part of a completed certificate or degree.

RADIOLOGIC TECHNOLOGY

ADMISSION REQUIREMENTS: General and special requirements listed below:

1. Completion of all general admissions procedures of the College
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Complete the required general education courses from an accredited college or university with a grade of "C" or above.
4. ACT Composite Score of 19 or **COMPASS** scores of 41 in Math (Algebra), 80 in English, and 83 in Reading; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses)
7. Completion of an observation through a radiology department
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:

Southeast Arkansas College
Radiography Technology Program
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE:

Classes are admitted annually in August. Class size is limited and all applicants are not accepted for participation. Application deadline: 2nd Friday in April.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: ACT or **COMPASS** scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Radiologic Technology program, the student must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray.
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form.
3. Functional Acknowledgment Form.
4. Criminal Background Check.

Random drug screening may be utilized at any time during the course of the program at the student's expense. Individuals convicted of certain crimes may not be eligible to sit for the ARRT certification exam.

RADIOLOGIC TECHNOLOGY

PROGRAM DESCRIPTION: This program provides the didactic and clinical content required to prepare graduates to apply to write the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. The curriculum includes instruction in the art and science of using radiation to provide images of tissues, bones, and blood vessels of the human body. Upon successful completion of the examination, graduates are certified as a Registered Radiographic Technologist, RT (R).

PRE-ADMISSION REQUIREMENTS:

Course	ACTS	Course Name	<u>LEC</u>	<u>LAB</u>	<u>SWE</u>	<u>SCH</u>
BIOL 2454*	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
BIOL 2464*	BIOL 2414	Human Anatomy & Physiology II	3	2	0	4
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
MATH 1333	MATH 1103	College Algebra	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	4	0	14
1st Year - 1st Semester						
RADI 1103		Intro to Radiologic Technology	2	2	0	3
RADI 1173		Radiographic Procedures I	2	2	0	3
RADI 1223		Radiographic Practicum I	0	0	16	3
RADI 1323		Radiographic Exposure I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			6	6	16	12
1st Year – 2nd Semester						
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
RADI 1233		Radiographic Physics	3	0	0	3
RADI 1243		Radiographic Procedures II	2	2	0	3
RADI 1333		Radiographic Practicum II	0	0	16	3
RADI 1423		Radiographic Exposure II	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	4	16	15
Extended Summer Term – 8 Weeks						
RADI 1434		Radiographic Practicum III	0	0	20	4
2nd Year – 1st Semester						
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
RADI 1343		Radiographic Procedures III	2	2	0	3
RADI 1444		Radiographic Practicum IV	0	0	24	4
RADI 1442		Imaging Equipment	2	0	0	2
RADI 2233		Radiographic Pathology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	2	24	15
2nd Year – 2nd Semester						
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
RADI 1353		Radiation Biology	3	0	0	3
RADI 2222		Radiographic Evaluation	2	0	0	2
RADI 2445		Radiographic Practicum V	0	0	24	5
RADI 2442		Radiographic TQM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			9	2	24	15
Extended Summer Term - 8 Weeks						
RADI 2454		Radiographic Practicum VI	0	0	20	4

COMPLETION AWARD: Associate of Applied Science Degree

79

*Course must have been completed in the past five (5) years or receive special permission for acceptance.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, Illinois 60606-3182; (312) 704-5300; www.jrcert.org

RADIOLOGIC TECHNOLOGY

PRE-PROFESSIONAL CURRICULUM

In Cooperation with the University of Arkansas for Medical Sciences
College of Health Related Professions (UAMS - CHRP)

PROGRAM DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Radiologic Technology program offered through UAMS-CHRP. Fulfillment of the Radiologic Technology pre-professional curriculum does not assure admittance to the professional program at UAMS-CHRP.

ADMISSION REQUIREMENTS: Complete College Admission Requirements

Course	ACTS	Course Name	LEC	LAB	SWE	SCH
1st Year – 1st Semester						
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
PSYC 2303	PSYC 1103	General Psychology	3	0	0	3
COMP 1123	CPSI 1003	Intro to Computers	3	0	0	3
HIST 1333	HIST 1213	World Civilization I	3	0	0	3
ST 2313	HIST 2113	U.S. History to 1877 or (POLI 2313 American Government)	<u>3</u> 18	<u>0</u> 2	<u>0</u> 0	<u>3</u> 19
1st Year – 2nd Semester						
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II	3	2	0	4
MATH 1333	MATH 1103	College Algebra	3	0	0	3
SOCI 2313	SOCI 1013	Intro to Sociology	3	0	0	3
SPEE 2393	SPCH 1003	Oral Communication for Public Address	3	0	0	3
PHIL 2323		Ethics (Preferred)	<u>3</u> 18	<u>0</u> 2	<u>0</u> 0	<u>3</u> 19
1st Year - Summer Session						
ART 2343		Art History and Appreciation	3	0	0	3
HIST 1343		World Civilization II	<u>3</u> 6	<u>0</u> 0	<u>0</u> 0	<u>3</u> 6

Total General Education Hours

44

Students interested in applying for the professional courses must consult the UAMS-CHRP catalog or contact the Radiologic Technology Department Chairperson for the professional curriculum:

Cindy Saylor, B.S. (R) (ARRT), Director
Division of Radiologic Imaging Sciences
University of Arkansas for Medical Sciences - CHRP UAMS #563
4301 West Markham Street, Little Rock, AR 72205
Phone: (501) 686-6510 FAX: (501) 686-6513

This is a suggested sequence for course offerings. Contact the Nursing & Allied Health Technologies Division, (870) 543-5917, for advisement and course scheduling.

Random drug screening may be utilized at any time during the course of the program at the student's expense.

RESPIRATORYCARE (RRT)

ASSOCIATE OF APPLIED SCIENCE DEGREE RESPIRATORY THERAPIST

ADMISSION REQUIREMENTS: General and special requirements listed below.

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Technologies Application for Admission form.
3. Complete the required general education courses from an accredited college or university with a grade of "C" or above.
4. ACT Reading Score of 19 or **COMPASS** Reading score of 83 or completion of a course in developmental reading with a grade of "C" or better; **COMPASS** Writing of 80; **COMPASS** Math of 21 or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher
5. Completion of an observation through a respiratory care department.
6. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.

The above information must be submitted to:

Southeast Arkansas College
Nursing and Allied Health Technologies Division
Respiratory Care Department
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation. Application deadline: 3rd Friday in March.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: ACT or **COMPASS** scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Applicants that are selected for admission will be notified by letter. Upon acceptance into the Respiratory Care program students must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest x-ray.
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form.
3. Functional Ability Acknowledgement Form
4. Submit to a criminal background check and as covered in the NAH Department Policies.* Random drug screening may be utilized at any time during the course of the program at the student's expense.

*NOTE: THE ASMB AND MOST OTHER STATES REQUIRE THAT ALL APPLICANTS FOR LICENSURE SUBMIT TO A CRIMINAL BACKGROUND CHECK PRIOR TO APPLYING FOR A LICENSE TO PRACTICE RESPIRATORY THERAPY. STUDENTS ACCEPTED INTO THE RESPIRATORY CARE PROGRAM WILL BE REQUIRED TO HAVE THIS BACKGROUND CHECK AND WILL BE REQUIRED TO PAY ALL ASSOCIATED FEES. THIS IS ADDITION TO THE CLINICAL PLACEMENT BACKGROUND CHECK

*Individuals convicted of certain crimes may not be eligible to sit for the National Board for Respiratory Care (NBRC) exams.

It is the student's responsibility to submit all documents required for clinical through the College's Clinical Requirements database-American Data Bank (ADB). The cost of the subscription Drug Screen, and criminal Background check is the student's expense.

RESPIRATORY CARE (RRT)

ASSOCIATE OF APPLIED SCIENCE DEGREE RESPIRATORY THERAPIST

PROGRAM DESCRIPTION: This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in theory and application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to theory and laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in the clinical setting. The program incorporates the general education course theory with the professional courses to prepare graduates for the expanded roles required for allied health workers. Graduates are employed primarily in hospitals, but employment opportunities are also available in home health, nursing homes, physicians' offices, sales and home medical equipment sales. Upon completion of the program, graduates are eligible to apply and take the Therapist Multiple-Choice Examination offered by the National Board for Respiratory Care (NBRC). Graduates who attempt and pass the Therapist Multiple-Choice Examination at the higher cut score and attempt and pass the Clinical Simulation Examination will be awarded the Registered Respiratory Therapist (RRT) credential.

Course	ACTS	Course Name	LEC	LAB	SWE	SCH
Pre-Admission Requirements						
BIOL 2454	BIO L2404	Human Anatomy & Physiology I	3	2	0	4
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II or	3	2	0	4
BIOL 2226*		Anatomy & Physiology for Health Professions	(6)	(0)	(0)	(6)
BIOL 2232*		Anatomy & Physiology for Health Professions Lab	(0)	(4)	(0)	(2)
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
ENGL 1313	ENGL 1023	English Composition I	3	0	0	3
MATH 1333	MATH 1103	College Algebra or	3	0	0	3
MATH 1233		Technical Math	(3)	0	0	(3)
PSYC 2303	PSYC 1103	General Psychology or	3	0	0	3
PSYC 2323	PSYC 2103	Developmental Psychology	(3)	0	0	(3)
RESP 2414***		Respiratory Care Sciences	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			16	2	0	24
1st Year - 1st Semester (Fall)						
RESP 2402		Cardiopulmonary Anatomy & Physiology I	2	0	0	2
RESP 1423		Respiratory Pharmacology	3	0	0	3
RESP 1225		Basic Assessment & Diagnostics	3	4	0	5
RESP 1335		Equipment & Techniques I	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
			11	8	0	15
1st Year – 2nd Semester (Spring)						
RESP 2512		Cardiopulmonary Anatomy & Physiology II	2	0	0	2
RESP 2245		Equipment & Techniques II	3	4	0	5
RESP 1243		Pulmonary Disease I	2	2	0	3
BIOL 1442		Clinical Practicum I	<u>0</u>	<u>0</u>	<u>16</u>	<u>2</u>
			7	6	16	12
Extended Summer Term – 8 Weeks						
RESP 2451		Clinical Practicum II	0	0	16	1
RESP 2354		Equipment & Techniques III	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			2	4	16	5
2nd Year – 4th Semester (Fall)						
RESP 2343		Neonatal & Pediatrics	2	2	0	3
RESP 2365		Critical Care	3	4	0	5
RESP 2312		Advanced Pharmacology	2	0	0	2
RESP 2242		Pulmonary Disease II	2	0	0	2
RESP 2462		Clinical Practicum III	<u>0</u>	<u>0</u>	<u>16</u>	<u>2</u>
			9	6	16	14

RESPIRATORY CARE (RRT)

ASSOCIATE OF APPLIED SCIENCE DEGREE RESPIRATORY THERAPIST

			LEC	LAB	SWE	SCH
2 nd Year – 5 th Semester (Spring)						
RESP	2502	Professional Development	0	4	0	2
RESP	2473	Clinical Practicum IV	0	0	24	3
RESP	2353	Advanced Cardio-Pulmonary Care (NEW)	0	6	0	3
ENGL	1323	English Composition II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			4	12	24	11

Completion Award: AAS Respiratory Care

81

*Course must have been completed in the past five (5) years or receive special permission for acceptance.

***This course is for students who plan to enter the Respiratory Care program. In order to be considered for acceptance to the Program a passing grade of "C" or better must be achieved. Transferability of the course will be determined by the transferring institution.

(College Algebra, College Chemistry I, College Physics I and Microbiology should be taken if planning to transfer to a 4-year institution.)

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road, Bedford, Texas 76021-4244
Office: (817) 283-2835 Fax: (817) 354-8519

(Graduates are eligible to sit for the entry-level NBRC exam (CRT), the written advanced-practitioner NBRC exam, and the clinical simulation NBRC exam.) SEARK College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and is a member of the Academic Quality Improvement Program (AQIP).



RESPIRATORY CARE (CRT to RRT)

ASSOCIATE OF APPLIED SCIENCE DEGREE COMPLETION FOR CERTIFIED RESPIRATORY THERAPISTS

PROGRAM DESCRIPTION: This program is designed as a college-level associate degree path for those who completed a CoARC accredited entry-level diploma program. This program prepares the CRT for advanced-level practice as a respiratory care practitioner. The program incorporates the general education course theory with the professional courses to prepare graduates for the expanded roles required for allied health workers. Credit for professional curriculum completion and the CRT credential are awarded. Graduates will receive the Associate of Applied Science Degree after completion of all course work and will be eligible to apply for the advanced- level practitioner exam and the Clinical Simulations exam offered by National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential. General education requirements may be taken before, concurrent with or after the respiratory classes; however eligibility to sit for the exams will not be given until all courses are taken. Students must receive a "C" or better in each course, general education and respiratory care courses to receive their AAS degree.

Course	ACTS	Course Name	LEC	LAB	SWE	SCH
General Education Requirements						
BIOL 2454	BIOL 2404	Human Anatomy & Physiology I	3	2	0	4
BIOL 2464	BIOL 2414	Human Anatomy & Physiology II or	3	2	0	4
BIOL 2226		Anatomy & Physiology for Health Professions	(6)	(0)	(0)	(6)
BIOL 2232		Anatomy & Physiology for Health Professions Lab	(0)	(4)	(0)	(2)
BIOL 2474	BIOL 2004	Microbiology	3	2	0	4
CHEM 1434	CHEM 1414	General Chemistry I or	3	2	0	4
CHEM 1204		Chemistry for Allied Health	(3)	(2)	(0)	(4)
COMP 1123	CPSI 1003	Introduction to Computers	3	0	0	3
ENGL 1313	ENGL 1013	English Composition I	3	0	0	3
ENGL 1323	ENGL 1023	English Composition II	3	0	0	3
MATH 1333	MATH 1103	College Algebra or higher Math	3	0	0	3
PHYS 2414	PHYS 2014	General Physics I or	3	2	0	4
PHYS 2214		Physics for Allied Health Professions	(3)	(2)	(0)	(4)
PSYC 2303	PSYC 1103	General Psychology or	3	0	0	3
PSYC 2323	PSYC 2103	Developmental Psychology	(3)	(0)	(0)	(3)
			30	10	0	35
Respiratory Care Requirements						
RESP 2343		Neonatal & Pediatrics	2	2	0	3
RESP 2365		Critical Care	3	4	0	5
RESP 2930		Respiratory Care	0	0	0	30
		Entry-level Program Completion & CRT Cred	5	6	0	38
(Spring Semester)						
RESP 2502		Professional Development	0	4	0	2
RESP 2353		Advanced Cardio-Pulmonary Care	0	6	0	3
RESP 2473		Clinical Practicum IV	(0)	(0)	(24)	(3)
			1	10	24	8

COMPLETION AWARD: Associate of Applied Science

81

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (COARC), (www.coarc.com)

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
Office: (817) 283-2835 Fax: (817) 354-8519

SEARK College is accredited by the Higher Learning Commission and is member of the North Central Association of College and Schools and is a member of the Academic Quality Improvement Program (AQIP).

SURGICAL TECHNOLOGY

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must meet the special admission requirements for the program listed below.

Application Deadline: 2nd Friday in April. Students may, however, apply for admission through general registration or until available slots are filled.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS

1. Completion of all general admission procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT Reading Score of 19 or **COMPASS** scores of 21 in Math, 80 in Writing, and 83 in Reading, or completion of a course in developmental reading with a grade of "C" or better, or completion of 24 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher.
4. College transcript documenting successful completion of Anatomy and Physiology I & II.
5. Possess a cumulative GPA of 2.5 or higher.
6. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the AAS degree.

The above information must be submitted to:

Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Surgical Technology program, the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

Upon completion of the Technical Certificate, students are required to take the Certification Exam for Surgical Technologist (CST). The fee for the exam is the student's responsibility.

Random drug screening may be used anytime during the program at the student's expense.



SURGICAL TECHNOLOGY

PROGRAM DESCRIPTION: The program in Surgical Technology prepares the graduate for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Surgical technologists are employed in acute and ambulatory care facilities. Upon completion of the basic one-year program the student is granted a Technical Certificate, or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the national Certified Surgical Technologist examination. Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

Course	Course Name	LEC	LAB	SWE	SCH
Pre-Admission Requirements					
BIOL 2454*	Human Anatomy and Physiology I	3	2	0	4
BIOL 2464*	Human Anatomy and Physiology II or	3	2	0	4
BIOL 2226+	A&P for Health Professions and	(6)	(0)	(0)	(6)
BIOL 2232+	A&P Lab for Health Professions	(0)	(4)	(0)	(2)
HEAL 1113	Medical Terminology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	4	0	11
1st Year – 1st Semester					
SURG 1528	Surgical Technology Procedures I	8	0	0	8
SURG 1536	Surgical Technology Practicum I	0	6	12	6
BIOL 2474*	Microbiology	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		11	8	12	18
1st Year – 2nd Semester					
SURG 1548	Surgical Technology Procedures II	8	0	0	8
SURG 1557	Surgical Technology Practicum II	<u>0</u>	<u>6</u>	<u>15</u>	<u>7</u>
		8	6	15	15
Summer Term I – 8 Weeks					
SURG 1614	Surgical Technology Practicum III	0	0	12	4
COMPLETION AWARD: Technical Certificate					48
2nd Year – 1st Semester					
ENGL 1313	English Composition I	3	0	0	3
MATH 1333	College Algebra or	3	0	0	3
MATH 1233	Technical Math	(3)	(0)	(0)	(3)
PSYC 2303	General Psychology	3	0	0	3
COMP 1123	Introduction to Computers	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	0	12
2nd Year – 2nd Semester					
ENGL 1323	English Composition II	3	0	0	3
COMPLETION AWARD: Associate of Applied Science Degree					63

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

+Courses may not be transferable. Check with transferring institution.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 Phone: 727-210-2350 Fax: 727-210-2354 - on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA); 6 West Dry Creek Circle, Suite #110. Littleton, CO 80120; Phone: (303) 694-9262 Fax: (303)-741-3655.



Career Pathways

Workforce Development Center

CAREER PATHWAYS

ARKANSAS CAREER PATHWAYS INITIATIVE

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students at two-year colleges with:

- Book Loan Program,
- Childcare,
- Transportation and/or
- Tuition and Fees.

Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of SNAP (formally known as Food Stamp Program), ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

The Arkansas Career Pathways Initiative is made possible through the cooperation of Arkansas Department of Higher Education and Arkansas Department of Workforce Services.

Office Phone and Fax (870)543-5999
Lisa Gober, Director (870)543-5969
Alison Hunthorp, Counselor (870)850-3061
Tami Watts, Community Outreach Coordinator (870)850-4823

WORKFORCE DEVELOPMENT CENTER (WDC)

(Business, Industry and Government Training and Assistance Center)

WORKFORCE DEVELOPMENT CENTER MISSION

It is the mission of Southeast Arkansas College Workforce Development Center to compile and translate the needs of employers and students into affordable training programs. This will be accomplished by developing and implementing a process which will provide continuous improvement in the development, delivery, and affordability of customized training and services to business, industry, and government organizations within the SEARK College service area.

WORKFORCE DEVELOPMENT CENTER STAFF

The professional staff of the Workforce Development Center is composed of a Director of Workforce Development and an Industry Training Specialist. The regular academic and technical education faculty is also utilized in providing Center Services, as well as a number of adjunct instructors, consultants, and specialized trainers. For information, contact:

Workforce Development Center Office Phone (870) 543-5947 or Fax (870) 543-5951

Wanda C. Lindsey, Director (870)543-5950

Jeffrey Pulliam, Business and Community Coordinator..... (870)543-5948

WORKFORCE DEVELOPMENT CENTER SERVICES

Southeast Arkansas College Workforce Development Center (WDC) Consulting, referral, or training in such areas as: entrepreneurship, government contracting, hazardous materials, safety/OSHA, and state sponsored industry training programs.

Computer Software Training -The WDC offers a wide range of training in the latest software and techniques. Most courses range from three hours to one day.

Customized Business and Industry Training - Courses and programs assist in updating, upgrading, and cross-training current employees.

Quality and Workforce Leadership Training - Courses and programs related to total quality management and continuous improvement, including Quality Management and Improvement, Statistical Process Control, Quality Team Leadership and Facilitation, Human Relations and Interpersonal Development, and World Class Manufacturing.

Online Training – Online courses can be taken from the comfort of your home or office at times that are most convenient to you. A new section of each course starts monthly. Courses run for six to eight weeks and are composed of 12 lessons representing 24 or more hours of instruction. You can ask questions and give or receive comments from the instructor at any time during the course. Visit www.ed2go.com/seark-pro for additional information. Forty-four (44) courses have been approved by the Arkansas Department of Education for teachers to receive professional development credit upon successful completion.

Certified Testing Center – Southeast Arkansas College Workforce Development Center (WDC) is a certified testing center for Arkansas Career Readiness Certificate (CRC) exams and several Microsoft applications, including the Microsoft Office Specialist (MOS), PC Pro, and Network Pro. WDC provides PowerSafe safety training for certification through the Alliance Safety Council.

Southeast Arkansas College Workforce Development Center (WDC) is an approved Pearson VUE® testing site to proctor Paramedic and EMT exams through the National Registry Emergency Medical Technicians (NREMT), and GED series assessments.

Arkansas Career Readiness Certificate (CRC) - An Arkansas CRC is a portable credential based upon completion of pre-assessments and lessons in the Career Ready 101® instruction system, followed by the WorkKeys® job skills assessment. The CRC credential demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. The Arkansas CRC program uses results from the WorkKeys® assessments to award certificates in four categories: Platinum, Gold, Silver, and Bronze.

NON-CREDIT (CEU) CLASSES

COMPUTER TRAINING

WFE 1000 Computer Fundamentals I

This instructor-assisted course is designed for individuals wanting to learn or improve their computer skills. Interactive training allow students to practice running applications, creating folders, managing files, changing settings and more.

WFE 1100 Microsoft Word Level 1 of 3

Word is a powerful desktop word processing application within MS Office Suite for creating professional documents using various formatting tools. This course is designed for individuals who want to learn or improve skills in working with page layouts, ribbon user interface, printing, templates, and more.

WFE 1110 Microsoft Word Level 2 of 3

This course is an extension of Level 1 and includes creating templates, working with tables and graphics, customizing styles, mail merge, and brochures.

WFE 5050 Microsoft Word 2010 Level 3 of 3

This course teaches advanced skills such as using table of contents, working with multiple headers/footers, customizing themes, running and recording macros, tracking changes, collaborating, integrating Word with other applications.

WFE 1120 Microsoft Excel Level 1 of 3

Excel is a powerful spreadsheet application that allows you to organize data, complete calculations, graph data, and create professional reports. This course is designed for individuals who want to learn or improve skills in navigating, creating spreadsheets and charts, working with formulas and functions, and more.

WFE 1130 Microsoft Excel Level 2 of 3

Excel Level 2 training is a continuation of Level 1 that provides instruction on working with complex formulas and functions, managing multiple worksheets, using financial data analysis tools, and more.

WFE 5070 Microsoft Excel Level 3 of 3

Excel Level 3 includes advanced skills training such as creating pivot tables and charts, recording and running macros, sharing workbooks, modifying security settings, using advanced print settings.

WFE 1200 Microsoft Outlook

Microsoft Outlook is a desktop communication management application. Training includes organizing messages, managing contacts, creating tasks, sharing calendars, setting appointments and scheduling, working with other MS Office applications, and more.

WFE 1220 Introduction to the Internet

This course introduces students to the basics of surfing the Internet, web addressing, and using various web browsers and search engines, internet safety and more.

WFE 1270 E-Mail

This course introduces the various aspects of e-mail, how to use e-mail applications, and improve e-mail writing skills. Students use interactive exercises that allow them to explore various email applications, and various communication scenarios in composing email messages within the work environment.

WFE 1290 Microsoft Access Level 1 of 3

Access is a database management application within the MS Office Suite. This course is an introduction to the Access relational database user interface, navigating techniques, and database elements, (such as fields, tables, forms, reports and queries).

WFE 1300 Microsoft Access Level 2 of 3

Access Level 2 training is a continuation of Level 1. More intermediate training is given on designing a relational database, editing input forms, modifying reports, creating complex queries, working with templates, and more.

WFE 1390 Microsoft Access Level 3 of 3

Access Level 3 is a highly interactive course providing advanced training on complex database structures. Topics include, creating complex reports, setting up complex forms, using calculation controls, customizing database interface, joining and splitting relational databases, and integrating Access with other MS Office applications.

WFE 1430 PC Pro

PC Pro prepares the student for certification testing for PC Pro and A+ certification. This comprehensive online simulation lab includes video, text, and certification test prep software.

WFE 1450 Microsoft PowerPoint Level 1 of 3

PowerPoint is a powerful slide show presentation application within the MS Office Suite. Students receive highly interactive training in editing text, inserting graphics, slide transitions, themes, printing, and more.

WFE 1460 Microsoft PowerPoint Level 2 of 3

PowerPoint Level 2 is a continuation from Level 1. Detailed training features slide settings, customizing animations, inserting charts/tables, customizing slide presentations, handout print settings, and more.

WFE 6520 Microsoft PowerPoint Level 3 of 3

PowerPoint Level 3 advanced training includes online collaborations, slide master settings, customizing slide presentation, transporting presentations, and more.

WFE 1470 QuickBooks

QuickBooks is the preferred accounting and bookkeeping application use in small and medium business environments. This short course is for the new user or novice wanting to learn QuickBooks powerful tools to organize, manage, and track company financial data, and more.

WFE 1480 Adobe Acrobat

This course provides hands-on training on Acrobat Pro user interface to create, edit, manage and share portable document format (PDF) files. Protecting documents with Acrobat's security tools is also covered.

WFE 4050 Microsoft Project

Microsoft Project is the leading project management software. This highly interactive training guides students through various scenarios while training on the various Microsoft Project tools for developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.

EARLY CHILDHOOD COURSES**WFE 1560 Child Development Associate (CDA)**

This program is designed to provide childcare providers and instructional assistants with the knowledge and skills to meet the physical, mental, social, emotional, and developmental needs of young children. This class meets the 120 hour requirement for the CDA national credential.

WFE 1600 Pediatric Heartsaver CPR/First Aid

This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation for infant, child, and adult. Basic First Aid training is included.

INDUSTRIAL COURSES**WFE 1840 Technical Writing Workshop**

The goal of technical writing is to communicate information clearly and correctly in plain English. This workshop will review grammar usage and tips related to controlling sentence length, using action verbs, avoiding unnecessary jargon, and making writing specific.

WFE 2070 Blood Borne Pathogens

This course emphasizes the OSHA requirements for those who may come in contact with human blood and other potentially infectious materials. Information includes universal precautions, personal protective equipment, labels and signs, housekeeping requirements, and decontamination procedures.

WFE 2080 Personal Protective Equipment

This course focuses on the use of personal protective equipment as it relates to industry and maintenance. Emphasis is placed on selection, fit, purpose, and use of P.P.E. in daily operations. Specialty equipment is discussed in relation to special operations such as emergency response and confined space entry.

WFE 2100 Confined Space

This course is designed to ensure that delegates who enter such workplaces understand the requirements of the law, the risk assessments and safe systems of work, and how to apply these practically. This includes competent use of the appropriate equipment, which enables safe entry and exit.

WFE 2110 Rope Rescue

Students learn proper techniques and safety precautions in using rope and related equipment for descending and ascending safely.

WFE 2120 Fractions and Decimals

This course is designed to develop mathematical skills to perform conversion of fractions and decimals. These skills are used in association with measurement processes in various industrial processes.

WFE 2130 Metric and English Conversions

This course is designed to develop mathematic skills to perform conversion of metric and English. These skills are used in association with measurement processes in various industrial processes.

WFE 2150 Print and Schematic Reading

This course is designed to develop basic skills in reading blueprints and schematics. The student is introduced to various types of working drawings for engineering and manufacturing purposes. Emphasis in this course is placed on understanding basic concepts of orthographic projection, visualizing objects, recognizing symbols, and tracing process flow through a system.

WFE 4030 Hazcom

This course enables personnel to develop a **Hazardous Communication** Program to meet their company's needs. Material safety data sheets, labels, chemical safety, training guidelines, and OSHA compliance audits are emphasized.

WFE 4090 Hazmat

This **Hazardous Material** course enables personnel to understand and learn the requirements for preparing and transporting hazardous materials.

WFE 4140 Hazwoper Refresher (8 hour)

This **HAZardous Waste Operation Emergency Response** course is an annual refresher providing personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment.

WFE 4150 Hazwoper (24 hour)

This **HAZardous Waste Operation Emergency Response** course provides personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment. This training is for work areas where respirators are not necessary.

WFE 4200 Quality Assurance

This course introduces the basics and covers the correct procedures of precise measurements to produce quality products. Students learn with hands-on activities.

WFE 4240 Electrical Systems Troubleshooting

An introductory course focusing on the logical and systematic troubleshooting of electrical systems as it relates to production and machine equipment.

WFE 4640 Process Hazard Analysis

Process Hazard Analysis (PHA) is an organized and systematic effort to identify and analyze the significance of potential hazards associated with the processing or handling of highly hazardous chemicals. The student learns how to conduct a PHA.

WFE 6340 Programmable Logic Controller (PLC)

Course is designed for students to gain practical knowledge of Programmable Logic Controllers (PLCs). Students utilize a PLC Simulator program to write ladder logic programs and verify their "real-world" operation. The programmable logic controller is used by industry to store instructions in industrial equipment and execute specific functions that include on/off control, timing, counting, sequencing, arithmetic and data handling.

WFE 6620 OSHA 30

OSHA 30 is appropriate for supervisors or workers with some safety responsibility.

WFE 6630 Computer Aided Drafting

Auto CAD 2010 is an introduction to computer aided design applications. Instruction includes applications, drawing and design commands, editing, and dimensioning. Course is designed as an overview for working adults wanting to learn basic skills or upgrade skills in the AutoCAD process.

WFE 6640 OSHA 10

OSHA 10 provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in general industry workplaces.

WFE XXXX Forklift Training and Certification

Training covers the safe operation and correct handling of class IV and V internal combustion engine forklifts. Forklift certification training is facilitated by an OSHA Instructor and consists of lecture, practical, and written exam. This course satisfies the training provisions as stated in OSHA Class IV and V Forklift (Powered Industrial Truck) 29-CFR-1910.178.

MANAGEMENT COURSES**WFE 1150 Time Management**

This course is designed to teach time management skills improving reliability and effectiveness. These skills are essential for a happy and successful career.

WFE 1160 Stress Management

Stress in the workplace is a critical issue causing absenteeism, frustration, conflicts, and medical problems. This seminar assists the participants in determining sources of work and interpersonal stress; and the use of constructive coping mechanisms.

WFE 1170 Working Together

This course introduces several strategies to recognize and overcome challenges that can cause problems and delay projects. Information on relationship building and communication is included.

WFE 1180 Team Building

This course introduces activities and techniques that make effective team building. It is designed to improve decision-making abilities, enhance customer service, resolve conflict, and aid companies in planning for and adapting to a continually changing future.

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WFE 1920 Customer Service I

This fast-paced seminar examines the manager's and supervisor's role in achieving a company-wide customer service environment where indeed, the customer does come first.

WFE 1930 Customer Service II

The student learns how the employee is the key to success, and the quality customer service provided is the foundation upon which your company's profits are built.

WFE 2160 Conducting Effective Meetings

This seminar addresses participant skills in planning, organizing, and conducting meetings. The seminar includes information concerning planning a meeting, developing an agenda, conducting effective discussions, planning effective follow-ups, and evaluating the meeting.

WFE 2180 Confidence and a Positive Attitude

A key skill of employees is to develop appropriate attitudes toward themselves and others. This course will address attitude as being critical to accepting others and developing a cooperative relationship. The focus of this seminar is on the development of proper attitudes.

WFE 2190 Effective Interpersonal Communication

This seminar introduces the participants to basic communication skills. Seminar includes information concerning the communication model, informal and formal communication, barriers to communication, using the appropriate communication channel, communication transactions, listening skills, responding skills, and nonverbal communication.

WFE 3030 Empowerment Through Delegation

This seminar introduces the participants to the delegation process and skills. The seminar includes information concerning the evaluation of assignments and employees' abilities, determining overall goals and measurements, mutually developing an action plan, providing support for the completion of the assignment, and recognizing employees for accomplishing their assignments.

WFE 3040 Establishing Relationships and Trust

This seminar introduces the participants with the concept of developing relationships to increase trust levels between individuals. The seminar includes information concerning the different levels of trust, using interpersonal skills to increase trust, using appropriate communication transactions, establishing why trust is critical, and developing trust.

WFE 3060 Facilitating Conflict Resolution in Teams

This seminar focuses on how to manage and reduce conflict within a team. Information covered in the seminar includes why team conflict occurs, developing trust and communication, and conflict management intervention for resolving primary and secondary team conflicts.

WFE 3070 Increasing Motivation and Commitment

This seminar introduces the participant to the motivational climate model. The primary focus is to help participants understand how to create a situation in which an employee is self-motivated. Information includes creating clarity, developing collaboration, developing motivational work content, empowering others, and linking organizational rewards to performance.

WFE 3080 Making the Transition to Management

This seminar provides information for those moving into supervision or management for the first time. The seminar includes information concerning the role of management, establishing competency, establishing relationships, establishing expectations, understanding the work that has to be done, getting to know the employees' skills and abilities, establishing new boundaries with old associates, getting organized, building positive working relationships, paying homage to the past, and understanding the culture of the organization.

WFE 3090 Resolving Conflicts and Disagreements

This seminar focuses on managing and reducing conflict within an organization. The lack of disagreement can be as bad as or worse than too much disagreement. It is not the disagreement that is usually a concern, but how the two individuals approach each other about the disagreement. Included are why conflict occurs and conflict management strategies for organizational, group and departmental conflicts and disagreements.

WFE 4020 Working with Challenging People

This seminar addresses working with individuals that are difficult. Those who are aggressive, passive or passive-aggressive can cause ruptured relationships. The focus is on skills necessary to recognize the dysfunctional behavioral patterns and to successfully address individuals using these patterns.

WFE 4470 Business Etiquette

It is necessary for the professional in the 21st century to be polished in their social and business skills. This seminar covers first impressions, proper introductions, conversation, electronic communication manners, telephone manners, correspondence, workplace behavior, business meetings and table manners.

WFE 6080 Business Speech

This is a refresher course in basic grammar, business courtesy, and oral communication that enables students to project professionalism in speaking and conversation on the job.

MEDICAL COURSES

WFE 1350 Healthcare Provider CPR

This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED) for medical professionals.

WFE 1600 Heartsaver CPR/First Aid

This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED). Basic First Aid training is included for life-threatening bleeding, injuries to muscles, bone joints, and sudden illnesses.

WFE 2060 Paramedic Refresher Training (48 hours)

This Paramedic Refresher course covers: preparatory, airway, patient assessment, medical, trauma, obstetrics and pediatrics. This 48 hours refresher course follows DOT standard.

WFE 4100 Basic EMT Refresher (24 hours)

This course covers six topics: preparatory, airway, patient assessment, medical, trauma, infants, and children.

WFE 4120 EMS First Responder (40 hours)

This course covers six topics: preparatory, airway, patient assessment, circulation, illness and injury, childbirth, and children.

WFE 5080 Personal Care Aide (24 hours)

The course focuses on the role and responsibilities of a Personal Care Aide within the home setting, with emphasis on maintaining a safe home health environment. Training includes skills for home care, in-home environmental and patient safety, the delivery of personal care, patient mobility, and the proper use of assistive equipment such as wheelchairs and lifters.

COMMUNITY EDUCATION CLASSES

Continuing and community education classes are offered throughout the year. These classes serve the comprehensive educational needs of the community. Recognizing that the educational needs of an individual are not only academic and career oriented, but also cultural and a vocational; the staff designs and arranges non-credit and credit courses, workshops, seminars, and activities which offer opportunities to meet these needs. SEARK College Workforce Development Center welcomes community input for future community and continuing education courses.

WFE 1400 Customized Spanish Courses

Customized Spanish is for students who want to attain a speaking knowledge of Spanish with emphasis on communication and comprehension instead of grammatical depth. It is useful to tourists, businesses, industries, fields of medicine, and many others. Class can be customized.

WFE 1440 ACT Prep Test Strategies

Students get helpful information, test-taking tips, and instructions that prepare them for the ACT test. Math, English, Reading, and Science preparation are included.

WFE 1760 Women's Personal Safety

The student learns personal safety strategies, assertiveness training, fear management, and self-defense techniques.

WFE 2040 School District Personnel In-Service Training

The goal is to provide school district personnel with required in-service training. We offer practical, efficient ways to integrate technology and other resources into curriculum-specific practices. The topics of the training are determined by the school administration.

COURSE DESCRIPTIONS

(All Courses Listed Alphabetically)

ACCOUNTING

ACCO 2313 **Principles of Accounting I** **3 Cr., (3 Lec.)**
(Prerequisite: None) This course is a comprehensive introduction to basic financial accounting. This course covers recording, summarizing, and reporting cycle; principles of income measurement and asset valuation; accounting systems and controls. A grade of "C" or better is required before progressing to ACCO 2323 Principles of Accounting II. ACTS Equivalent Course Number = ACCT2003 (Offered in fall, and spring only)

ACCO 2323 **Principles of Accounting II** **3 Cr., (3 Lec.)**
(Prerequisite: ACCO 2313 Principles of Accounting I with a grade of "C" or better) Accounting for ownership equities of partnerships and corporations; debt securities; fundamentals of cost accounting for planning and control of operations. ACTS Equivalent Course Number = ACCT2013 (Offered in fall and spring only)

ACCO 2333 **Computerized Accounting** **3 Cr., (3 Lec.)**
(Prerequisite: ACCO 2313 Principles of Accounting I or ACCO 2303 Office Accounting with a grade of "C" or better) A study of the major areas of a computerized accounting system--general ledger, accounts receivable, accounts payable, payroll, and depreciation. This course introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation. (Offered in fall and spring only)

ACCO 2343 **Intermediate Accounting I** **3 Cr., (3 Lec.)**
(Prerequisite: ACCO 2323 Principles of Accounting II) This is a study of more advanced principles, and theory of accounting relating to the accounting process, cash and temporary investments, receivables, inventories, investments, as well as land, buildings, and equipment; and an understanding of and ability to discuss pronouncements of the Financial Accounting Standards Board, American Institute of Certified Public Accountants, American Accounting Association, and the Securities and Exchange Commission. A grade of "C" or better is required before progressing to ACCO 2353 Intermediate Accounting II. (Offered in the fall only)

ACCO 2373 **Managerial Accounting** **3 Cr., (3 Lec.)**
(Prerequisite: ACCO 2323 Principles of Accounting II) The student will analyze and solve problems in cost-volume-profit analysis, capital budgeting, cost allocation and standard cost variances. The student will also study cost analysis as it affects short and long-term decision making and the budgeting process. (Offered in the spring only)

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIRC 1116 **Basic Refrigeration** **6 Cr., (4 Lec., 4 Lab.)**
(Prerequisite: MATH-1233 Technical Math with a "C" or better) Basic Refrigeration includes a comprehensive study of mechanical refrigeration systems, emphasizing proper service techniques through analysis of the problem. Testing procedures and parts removal and installation are covered in depth. In addition, identification and use of hand tools and brazing processes are taught. Practical application is provided in the laboratory. (Offered in fall and spring only)

AIRC 1126 **Electricity for Air Conditioning/Refrigeration** **6 Cr., (4 Lec., 4 Lab.)**
(Prerequisite: MATH-1233 Technical Math with a "C" or better) Electricity for Air Conditioning & Refrigeration is an introductory study of electricity and electrical circuits, electric components, and schematics. In addition, students will study the wide variety of motors, single- and three-phase, used in the air conditioning and refrigeration field. Practical application is provided in the laboratory. (Offered in fall and spring only)

AIRC 1136 **Commercial Refrigeration** **6 Cr., (4 Lec., 4 Lab.)**
(Prerequisite: AIRC 1116 Basic Refrigeration, AIRC 1126 Electricity for Air Conditioning & Refrigeration) This course is designed to introduce the student to commercial refrigeration as related to the air conditioning, heating, and refrigeration field. The student will be required to identify the theory, operation, and basic repair of systems and components to include the following: reach-in refrigerators and freezers, display cases, walk-in refrigerators and freezer systems, ice machines, ice cream machines, defrost timers, hot gas bypass systems, and other components related to refrigeration. (Offered in fall only)

AIRC 1146 **Residential Systems** **6 Cr., (4 Lec., 4 Lab.)**
(Prerequisites: AIRC 1116 Basic Refrigeration and AIRC 1126 Electricity for Air Conditioning &

AIRC 1163 Controls for Air Conditioning/Refrigeration 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite for Air Conditioning Option: AIRC 1126 Electricity for Air Conditioning & Refrigeration)
(Prerequisite for Electro-Mechanical Options: ELEC 1014 AC/DC Fundamentals of Electricity) This course is designed to introduce the student to control systems and components used in residential and commercial refrigeration and air conditioning. The student will examine low voltage systems, as well as line voltage controls, pneumatic control systems and their components, and electronic controls. Upon completion of this course, the student is expected to be able to read a control diagram, troubleshoot, repair, and/or install new controls in a variety of systems. (Offered in fall only)

All NAH program courses must be completed with a grade of “C” or better.

(Prerequisite: ACT Reading 19 or **COMPASS** Reading 83 or developmental reading with a grade of “C” or better and by NAH faculty permission.) This course focuses on safe and effective functioning when providing client care in the health care setting and/or the home environment. Emphasis is placed upon assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate, and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, providing meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic anatomy and physiology, medical terminology and infection control. Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory. Required clinical hours are spent in a long-term care facility providing hands-on care to residents. Upon successful completion of 48 contact hours students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program students will receive a Nursing Assistant Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA). This program is approved by the Arkansas Department of Human Services Division of Medical Services – Office of Long Term Care. The curriculum has been developed in accordance with the Health Care Finance Administration under OBRA 1987 Guidelines. A grade of “C” is required for passing

(Prerequisite: ACT Reading 15 or **COMPASS** Reading 70 or Read 1213 Developmental Reading or ENGL 1313 Composition I with a grade of "C" or better and by NAH faculty permission). This course is designed to introduce the principles and concepts of medication administration as it relates to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C). A grade of "C" or better is required for passing.

(Prerequisites: Certified nursing assistant licensure or nursing assistant training or by NAH faculty permission). The Nursing Skills Audit course is designed for individuals with nursing assistant training who are interested in advancing to the level of student practical nurse. Course content provides an overview of basic skills and responsibilities that are necessary for practical nurses to have in today's health care environment.

(Prerequisite: BIOL 2454 Anatomy and Physiology I with a grade of "C" or better or BIOL 2226 Anatomy and Physiology for Health Professions and BIOL 2232 Anatomy and Physiology for Health Professions Lab with a grade of "C" or better and by NAH faculty permission). This course is designed to integrate the theory of cardio-respiratory anatomy and physiology with assessment and care of the patient with cardio-respiratory disease. Topics include the respiratory system in adults, vascular supply, functional anatomy of the heart and vascular system, mechanics of ventilation, work of breathing, gas exchange and transport.

body fluids and electrolytes, acid-base balance, and regulation of breathing. A grade of "C" or better is required for passing.

ANTHROPOLOGY

ANTH 2333

Introduction to Anthropology

3 Cr., (3 Lec.)

(Prerequisite: None) Includes the evolution of man, races of man, prehistoric cultures, culture and its relation to heredity and geographic environment, the nature and place of language in culture, anthropological concepts, and the growth of world cultures. ACTS Equivalent Course Number = ANTH1013 (Offered in fall, spring, and summer)

ART

ART 2343

Art History and Appreciation

3 Cr., (3 Lec.)

(Prerequisite: None) An historical survey course, covering the periods from Greek Archaic through the 20th Century, with emphasis on the understanding and appreciation of architecture, sculpture, painting, the graphic arts, and the minor arts. ACTS Equivalent Course Number = ARTA1003. (Offered in fall, spring, and summer)

BIOLOGY

BIOL 1464

Principles of Biology

4 Cr., (3 Lec., 2 Lab.)

(Prerequisite: Placement by ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Developmental Reading) This course focuses on a comprehensive study of concepts and principles of living systems. Major inclusions are the cellular basis of life, metabolic processes, an overview of genetics, and human body systems. ACTS Equivalent Course Number = BIOL1014 (Offered in fall, spring, and summer)

BIOL 1474

General Zoology

4 Cr., (3 Lec., 2 Lab.)

(Prerequisite: None) This course is a comprehensive study of the diversity and similarities of living systems. Major inclusions are the concepts of modern biology, animal body systems, evolution, and the diversity of life. Laboratory experiences include microscopic and gross examination of structures, field observation, and behavioral observation of animals and protozoa. ACTS Equivalent Course Number = BIOL1054. (Offered in fall only)

BIOL 1484

General Botany

4 Cr., (3 Lec., 2 Lab.)

(Prerequisite: None) This course is a study of vascular and non-vascular plants. Major inclusions are concepts of modern biology, plant structures and physiology, economic importance, life cycles, diversity, and classification. Laboratory experiences include microscopic and gross examination of structures, photosynthesis, field observation, and specimen collection. ACTS Equivalent Course Number = BIOL1034. (Offered in spring only)

BIOL 2226

Anatomy and Physiology for Health Professions

6 Cr., (6 Lec.)

(Prerequisites: BIOL 1464 Principles of Biology or high school Advanced Placement (AP) biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading. This course is designed to introduce the nursing and allied health student to the structure and function of cells, tissues, organs, and systems in the human body as a scientific basis for practice. This course includes terminology related to each body system. BIOL 2232 Anatomy & Physiology Lab for Health Professions may be taken concurrently. This course may not be transferable. A grade of "C" or better is required for passing. (Offered in fall, spring, and summer)

BIOL 2232

Anatomy & Physiology Lab for Health Professions

2 Cr., (4 Lab.)

(Pre- or Co-requisite: BIOL 2226 Anatomy & Physiology for Health Professions) This course includes identification and examination of the structure and function of cells, tissues, organs, and systems. A grade of "C" or better is required for passing. (Offered in fall, spring, and summer)

BIOL 2454

Human Anatomy and Physiology I

4 Cr., (3 Lec., 2 Lab.)

(Prerequisite: BIOL 1464 Principles of Biology or high school Advanced Placement (AP) biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading. This is a lecture-laboratory course designed to cover the structure and function of the following systems: the cell, tissues, skin, skeletal, muscular, nervous and special senses. A grade of "C" or better is required for passing. ACTS Equivalent Course Number = BIOL2404. (Offered in fall, spring, and summer)

BIOL 2464

Human Anatomy and Physiology II

4 Cr., (3 Lec., 2 Lab.)

(Prerequisite: BIOL 2454 Human Anatomy and Physiology I with a grade of "C" or better in the course) This is a lecture- laboratory course designed to cover structure and function of the following systems:

circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. A grade of "C" or better is required for passing. ACTS Equivalent Course Number = BIOL2414 (Offered in fall, spring, and summer)

BIOL 2474 **Microbiology** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: BIOL 1464 Principles of Biology or BIOL 2454 Human Anatomy and Physiology I with a grade of "C" or better; completion of (or test score validated exemption from) developmental courses in English, reading, and mathematics with a grade of "C" or better.) This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human health. ACTS Equivalent Course Number = BIOL2004 (Offered in fall, spring, and summer)

BUSINESS TECHNOLOGY

BUSI 1003 **Keyboarding** **3 Cr., (3 Lec.)**
(Prerequisite: None) Keyboarding is basic skills training in the touch operation of the alphabetic and numeric keyboards. This is a remedial course that does not count toward the grade point average of the student. Speed and accuracy are emphasized. A typing speed of 35 words per minute with three or fewer errors is required to progress to Document Formatting, Word Processing I, Electronic Spreadsheet, and Database Management. A grade of "C" or higher is required to progress to higher level Business courses. Testing will be done during registration and the first week of class. Students keying over 35 words per minute with three or fewer errors will be placed in Document Formatting. ACTS Equivalent Course Number = BUSI1103 (Offered in fall, spring, and summer)

BUSI 1013 **Document Formatting and Production** **3 Cr. (3 Lec.)**
(Prerequisite: BUSI 1003 Keyboarding or ability to type 35 wpm.) This course provides production training in the refinement of the operation of alphabetic and numeric keyboards. Production work includes: letters, memos, reports, business forms, resumes, tabulation, and development of production competency. Skill development through drills for speed and accuracy control continues as an integral part of the course. (Offered in fall only)

BUSI 1033 **Introduction to Business** **3 Cr., (3 Lec.)**
(Prerequisites: None) A study of the role and function of business enterprise within the American economic framework. Includes organization, marketing, personnel administration, production, finance, and economics. Designed primarily to help students understand and select a field of business specialization. ACTS Equivalent Course Number = BUSI1013 (Offered in fall, spring, and summer)

BUSI 1053 **Word Processing** **3 Cr., (3 Lec.)**
(Prerequisite: BUSI 1003 Keyboarding or ability to type 35 wpm.) Emphasis is placed on entering text, cursor movement, spell check, basic editing features, text enhancements, block operation, storage, retrieval, and printing. It teaches file management, multi-document handling, merge, styles, columns, outlines, desktop publishing, and search/replace techniques. It also includes creation of headers and footers, footnotes and endnotes, and page numbers. (Offered in fall and spring only)

BUSI 1063 **Electronic Spreadsheet** **3 Cr., (3 Lec.)**
(Prerequisites: COMP 1123 Introduction to Computers and BUSI 1003 Keyboarding or ability to type 35 wpm.) The student will learn how to create, edit, save, and print an electronic spreadsheet. Arithmetic and logical operators, file manipulation, and graphics will be discussed in a hands-on environment. A variety of "what if" conditions are explored through exercises. (Offered in fall and spring only)

BUSI 1123 **Office Procedures** **3 Cr., (3 Lec.)**
(Prerequisite: COMP 1123 Introduction to Computers and BUSI 1003 Keyboarding) This is a study of job skills required in the secretarial, receptionist, and general office area. It includes human relations, office administration duties, records management, telephone techniques, secretarial and receptionist duties, reprographics, job applications, and travel itineraries and business meeting preparations. (Offered in spring only)

BUSI 1233 **Business Communications** **3 Cr., (3 Lec.)**
(Prerequisites: None) Study of the fundamentals of English applied to business, with practice in writing correctly formatted business letters and reports. Attention is also given to oral reports. ACTS Equivalent Course Number = BUSI2013 (Offered in fall and spring only)

BUSI 1243 **Legal Environment of Business** **3 Cr., (3 Lec.)**
(Prerequisites: None) This is a study of American laws in the business environment. The study will include court system, contracts, sale of goods, bailment, torts and crimes, property, commercial paper, agencies, partnership, and corporation. ACTS Equivalent Course Number = BLAW2003 (Offered in fall and spring only)

- BUSI 1283 Business Management 3 Cr., (3 Lec.)**
(Prerequisite: None) The study of the creation and management of firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of a variety of businesses. No substitutions are available. (Offered in fall and spring only)
- BUSI 1323 Basic Elements of Supervision 3 Cr., (3 Lec.)**
(Prerequisite: None) This course is designed to develop basic supervision skills and provide students with an understanding of supervisory functions of planning, organizing, directing, and leadership. (Offered in fall and spring only)
- BUSI 2023 Records Management 3 Cr., (3 Lec.)**
(Prerequisite: None) This is a study of systematic control of records from their creation or receipt through their processing, distribution, organization, and retrieval to their ultimate disposal. (Offered in spring only)
- BUSI 2163 Database Management 3 Cr., (3 Lec.)**
(Prerequisite: COMP 1123 Introduction to Computers and BUSI 1003 Keyboarding.) A study of the fundamentals of computer database management techniques. It includes planning, creating, modifying, and organizing a database. Query and report preparation techniques are studied. (Offered in fall and spring only)
- BUSI 2193 Business Computer Software 3 Cr., (3 Lec.)**
(Prerequisites: None.) This is an in-depth study of office systems technology including the integrating word processing, spreadsheets, graphics, and database through projects of a realistic business nature. (Offered in spring only)
- BUSI 2253 Desktop Publishing 3 Cr., (3 Lec.)**
(Prerequisites: BUSI 1053 Word Processing) An introduction to desktop publishing concepts, this course combines word processing with graphic design and layout concepts. (Offered in fall only)
- BUSI 2263 Integrated Computer Applications 3 Cr., (3 Lec.)**
(Prerequisites: BUSI 1053 Word Processing, BUSI 2253 Desktop Publishing or taken concurrently with Desktop Publishing) This course is designed to enable the student to explore in-depth projects using popular word processing and desktop packages and other current software. (Offered in spring only)
- BUSI 2273 Business Statistics 3 Cr., (3 Lec.)**
(Prerequisite: MATH 1333 College Algebra with a grade of "C" or better) Statistics is the science and art of extracting answers from data. It involves collecting, classifying, summarizing, organizing, analyzing, and interpreting numerical information. This course includes statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation.
- BUSI 2303 Entrepreneurship 3 Cr., (3 Lec.)**
(Prerequisite: None) A combined study of starting your own business, operating that business, and making a success of that business with special emphasis on local, state, and federal tax requirements and reporting. (Offered in summer only)
- BUSI 2313 Business Finance 3 Cr., (3 Lec.)**
(Prerequisites: ECON 2313 Principles of Economics I, ACCO 2323 Principles of Accounting II, and MATH 1123 Business Math or MATH 1333 College Algebra.) Studies of the ways funds are channeled into business, how projects are financed, administrative tasks, and finance tasks common to the small business. (Offered in spring only)
- BUSI 2333 Personnel Management 3 Cr., (3 Lec.)**
(Prerequisites: None) Major attention is given to the basic processes involved in the procurement, development, and maintenance of human resources. Although recognition is given throughout to the role of the personnel department, the major emphasis is upon the role of department supervisors, managers, and their supervisors. Topics include specifying jobs and manpower requirements; screening, interviewing, testing, and training employees; establishing evaluation programs; dealing with collective bargaining, grievances, and disciplinary cases; and developing and administering compensation systems. (Offered in fall and spring only)
- BUSI 2343 Managerial Communications 3 Cr., (3 Lec.)**
(Prerequisite: ENGL 1323 English Composition II) This is an in-depth study of written (letters, technical reports, etc.), verbal (prepared and impromptu speeches, presentations), and nonverbal (body language, listening, positioning, facial expressions, tone, etc.) communication techniques. Students may take BUSI 1233 Business Communications and SPEE 2393 Oral Communication for Public Address as a substitute for this course. (Offered in fall only)

BUSI 2353 **Principles of Marketing** **3 Cr., (3 Lec.)**
(Prerequisite: BUSI 1033 Introduction to Business and either ECON 2313 Principles of Economics I or ECON 2323 Principles of Economics II) This is an introduction to marketing with a detailed study of the marketing concept and the process of product development, pricing, promotion, and market distribution. ACTS Equivalent Course Number = MKTG2003 (Offered in spring only)

BUSI 2373 **Principles of Real Estate I** **3 Cr., (3 Lec.)**
(Prerequisite: None) This course provides a study of rights in real property, including ownership and transfer. It also provides an overview of land descriptions, preparation of deeds and closing documents, and real estate math. It is designed to help students prepare for the real estate licensing examination in Arkansas. (Offered in fall only)

BUSI 2473 **Principles of Real Estate II** **3 Cr., (3 Lec.)**
(Prerequisite: None) This course covers real estate appraisal, real estate valuation, real estate finance, public programs relating to real property, and provides a comprehensive review of Arkansas statutory law as it applies to real estate practice. It is designed to help students prepare for the real estate licensing examination in Arkansas. (Offered in spring only)

CHEMISTRY

CHEM 1204 **Chemistry for Allied Health** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: Completion of (or test score validated exemption from) all required developmental courses; READ 1213 Developmental Reading with a grade of "C" or better.) This introductory lecture/laboratory course is intended for students seeking a degree in nursing or other health related fields who need only four hours of chemistry. Topics from inorganic, organic, and biochemistry will be covered, making connections to medicine and the human body when appropriate. The laboratory portion of the course is designed to reinforce concepts from lecture and to introduce a variety of different laboratory techniques. Note: This course does not fulfill the general education science requirement for an Associate of Arts degree. (Offered in fall, spring, and summer)

CHEM 1434 **General Chemistry I** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: MATH 1023 Intermediate Algebra with a grade of "C" or better in the course or instructor permission). This lecture-laboratory course covers the basic principles of inorganic chemistry. Topics covered include scientific measurements and conversions, atomic structure, the periodic table, ionic and molecular compounds, reaction types, stoichiometry, gas laws, thermochemistry, and an introduction to chemical bonding and molecular geometry. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of laboratory techniques. Note: This course assumes a solid working knowledge of algebra. ACTS Equivalent Course Number = CHEM1414 (Offered in fall, spring, and summer)

CHEM 1444 **General Chemistry II** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: CHEM 1434 General Chemistry I with a grade of "C" or better in the course or departmental consent) This lecture-laboratory course is a continuation of CHEM 1434 General Chemistry I. Topics covered include intermolecular forces (liquids and solids), solutions and colligative properties, reaction mechanisms and rates, equilibrium, acids and bases, spontaneity and thermodynamics, as well as acid-base and solubility equilibria. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of techniques. Note: This course assumes a solid working knowledge of algebra, including exponentials and logarithms. ACTS Equivalent Course Number = CHEM1424 (Offered in fall, spring, and summer)

COMPUTER NETWORK TECHNOLOGY

CNET 1113 **Introduction to Computer Networking** **3 Cr., (2 Lec., 2 Lab.)**
Co-requisite: COMP 1123 Introduction to Computers) This course will introduce students to the basic concepts of computer networking, including LAN, WAN, networking operating systems, network protocols, and hardware. (Offered in fall and spring only)

CNET 1123 **Network Concepts** **3 Cr. (2 Lec., 2 Lab.)**
(Prerequisites: CNET 1113 Introduction to Computer Networking) Students will learn detail knowledge about Network Protocols and how they interact in a networking environment. Students will also learn how to use network tools to view and understand interconnecting technologies. (Offered in fall and spring only)

CNET 1133 **Introduction to Linux** **3 Cr. (2 Lec., 2 Lab.)**
(Co-requisite: COMP 1123 Introduction to Computers) Introduction to Linux will teach students to install and setup the Linux computer operating system. Students will also learn to do daily maintenance on the operating system and learn applications which are equivalent to those that are windows-based. (Offered in fall and spring only)

- CNET 1143** **PC Maintenance and Repair** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisite: COMP 1123 Introduction to Computers or instructor approval) This course provides an in depth look at PC's, from assembly to troubleshooting and repair. It includes installation and maintenance of desktop systems and software. (Offered in fall and spring only)
- CNET 1213** **Windows Operating Systems** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisites: CNET 1113Introduction to Computer Networking) Students will learn Windows Server Operating systems. They will learn to install, configure and manage Windows Active Directory Environments, monitor system, and network environments and security. (Offered in fall only)
- CNET 1223** **Advanced Network Concepts** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisites: CNET 1123 Network Concepts) Students will study the current technologies and how they apply to preexisting networks (i.e., wireless technology and VoIP). (Offered in fall and spring only)
- CNET 2183** **UNIX Based Operating Systems** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisites: CNET 1133 Introduction to Linux) Students will learn about UNIX and Unix-like operating systems. They will also learn how to install, administer, and the day-to-day functioning of UNIX based operating systems. (Offered in spring only)
- CNET 2213** **Network Security** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisites: CNET 1123 Network Concepts) Students will learn about networking security policies and defense. Security hardware, such as firewalls, and VPN's will be covered. (Offered in spring only)
- CNET 2223** **Network Engineering** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisite: CNET 2233 Network Technical Support) This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network Based Systems, such as e-mail, web servers and services, VPN, wireless networks and firewalls, WAN Connections. Students will learn about network design principles, how to build networks, modify existing networks, and support network designs. Students will also learn how to evaluate requirements and needs that are used to make good network decisions. (Offered in spring only)
- CNET 2233** **Network Technical Support** **2 Cr., (2 Lec., 2 Lab.)**
(Prerequisite: CNET 1123 Network Concepts) This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network based systems, such as e-mail, web servers and services, VPN, wireless networks, firewalls, and WAN Connections. (Offered in fall only)
- CNET 2313** **Help Desk Technology** **3 Cr., (3 Lec.)**
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better; CNET 1113 Introduction to Networking) This course is designed to provide students with an understanding of technology as part of support services. It will also define basic help desk concepts, identify features of call logging and problem resolution, and focus on the importance of asset management, and troubleshooting. It will identify the different service level certifications and common system management software features used in an IT managed system. (Offered in fall and spring only)
- CNET 2413** **Network Management** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisite: CNET 2213 Network Security) In this course, students will learn the concepts of network management. They will learn rights management, disaster recovery principals, time and basic project management, licensing issues, and end-user support. (Offered in fall only)
- CNET 2443** **CNET Capstone** **3 Cr., (2 Lec., 2 Lab.)**
(Prerequisite: Instructor permission) This class will integrate all the concepts from the CNET curriculum. Students will learn how to work on networks that combine Windows and UNIX based technologies and how to work with others in an IT department to coordinate installation, management, and administration of enterprise level networks. (Offered in fall and spring only)

COMPUTER SCIENCE

- COMP 1123** **Introduction to Computers** **3 Cr., (3 Lec.)**
(Prerequisite: None) This course introduces microcomputer hardware, software, their applications and terminology to the beginner, and provides a hands-on training in Windows Operating System and Microsoft Office. For those students who have limited typing skills, it is recommended that BUSI 1003 Keyboarding be taken prior to, or in conjunction with, this course. ACTS Equivalent Course Number = CPSI1003 (Fall, Spring, and Summer)

CRIMINAL JUSTICE TECHNOLOGY

- CRIM 1213 Juvenile Delinquency and Justice 3 Cr., (3 Lec.)**
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course provides an exploration of the sociological nature of juvenile delinquency and how society defines and deals with delinquency. This course explores the theoretical concepts of delinquency and looks at the acts of delinquency, the results of delinquency, the results of delinquent acts, and the victims of juvenile delinquency. Students are also introduced to juvenile justice practices. (Offered in fall only)
- CRIM 1313 Introduction to Criminal Justice 3 Cr., (3 Lec.)**
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course covers the history, development, philosophy, functions, current operations, and future trends of the criminal justice system in a democratic society. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies, and correctional practices. ACTS Equivalent Course Number = CRJU1023 (Offered in fall and spring only)
- CRIM 1323 Arkansas Juvenile Law and Procedures 3 Cr., (3 Lec.)**
(Prerequisite: None) This course provides a study of the procedures and problems involved in dealing with juveniles in the criminal justice system. It explores the framework of the Arkansas Juvenile Code and federal law as it pertains to juvenile detention, substance abuse, school violence, gang violence and crimes involving and against juveniles. (Offered in spring only)
- CRIM 2113 Courtroom Presentation of Evidence 3 Cr., (3 Lec.)**
(Prerequisite: None) This course covers all aspects of evidence presentation according to the Arkansas Rules of Evidence and the Federal Rules of Evidence Model. This course covers dress, grooming, speaking, listening, and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included.
- CRIM 2313 The Judicial Process 3 Cr., (3 Lec.)**
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course is an introduction to the judicial process, with analysis and evaluation of the main institutions and consideration affecting the administration of justice in the United States. Uses a comparative approach, but emphasizes the American state, local, and federal judicial systems.
- CRIM 2323 Probation and Parole 3 Cr., (3 Lec.)**
(Prerequisite: None) Course covers the development, organization, operation and result of systems of probation and parole as substitutions for incarceration; methods of selection, prediction scales, dynamics of parolees' readjustment after incarceration, comparison of rules and supervision methods. (Offered in spring only)
- CRIM 2333 Introduction to Corrections 3 Cr., (3 Lec.)**
(Prerequisite: None) This course is a survey of contemporary correctional treatment techniques and procedures, the purpose and functions of correctional institutions, and the history and theory of corrections. Methods of social rehabilitation in treating correctional clients, role of the social worker in a correctional setting, career opportunities in corrections, and correctional rehabilitation. (Offered in fall only)
- CRIM 2343 Constitutional Law 3 Cr., (3 Lec.)**
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) Students will study constitutional law with an emphasis on the criminal aspects of this law. The course provides a greater insight into the limitations on the responsibilities and powers of persons serving in criminal justice fields. (Offered in fall only)
- CRIM 2363 Introduction to Law Enforcement 3 Cr., (3 Lec.)**
(Prerequisite: None) This course examines history, development, and philosophy of law enforcement in a democratic society. Introduction to agencies involved in the administration of criminal justice; theories of crime, punishment, and rehabilitation; career orientation to include ethics, education, and training of professionals.
- CRIM 2373 Criminal Investigation I 3 Cr., (3 Lec.)**
(Prerequisite: None) This is an introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. Examination of the rules regarding the admissibility of evidence, specifically as they effect the law

enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, and testimony. Review of the Arkansas Code of Criminal Procedure and leading case law on each topic. Survey of general procedures, concepts, and practical application of the mechanics of criminal investigation. There is an emphasis on elements of crime and fact-finding.

CRIM 2383 Criminal Law 3 Cr., (3 Lec.)
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course covers the history and philosophy of modern criminal law, including structure, definition, application of statutes, leading case law, and procedures; elements of crime, penalties, and general provisions of the criminal code. (Offered in spring only)

CRIM 2453 Issues in Criminal Justice 3 Cr., (3 Lec.)
(Prerequisite: None) This course allows the student to explore current and significant issues in the field of criminal justice. Seminar style classes permit instructors to offer a variety of topics as needed. This course is offered to all interested students. It is not intended for transfer. (Offered in fall only)

CRIM 2463 Private Security and Investigation 3 Cr., (3 Lec.)
(Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course is designed to prepare the student for state certification in the areas of private security and private investigation. (Offered in spring only)

DRAFTING AND COMPUTER AIDED DESIGN TECHNOLOGY

DRAF 1114 Engineering Graphics I 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite: None) An introduction to drawing fundamentals including lettering, geometric construction, orthographic projection, dimensioning, sectioning, auxiliaries, and sketching. (Offered in fall only)

DRAF 1124 Introduction to Computer Aided Design 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite: None) An introduction to computer aided design, covering such topics as computer terminology, history, components, and applications in the design process. Students will be expected to master the basic draw, edit, and dimensioning commands of AutoCAD. (Offered in fall only)

DRAF 1214 Engineering Graphics II 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite: DRAF 1114 Engineering Graphics I) An extension of Engineering Graphics I, this course covers projection, representation of fasteners, gears, piping and welding surface developing, geometric relationship of lines and planes, and drawing of charts and graphs. Pictorial expression of detailed working drawings in oblique, isometric, trimetric, and perspective views. (Offered in spring only)

DRAF 2314 Architectural Drawing and Design 4 Cr., (2 Lec., 3 Lab.)
(Prerequisite: DRAF 1124 Introduction to Computer Aided Design and DRAF 1114 Engineering Graphics I) Space planning, interior design concepts, structural systems, electrical and mechanical systems, architectural styles, and code requirements as they relate to light commercial construction. Students create a set of working drawings for a small commercial building. (Offered in fall only)

DRAF 2324 Advanced Computer Aided Design 4 Cr., (3 Lec., 3 Lab.)
(Prerequisite: DRAF 1124 Introduction to Computer Aided Design) An exploration of ways to increase CAD productivity including custom menu creation, Auto Lisp programming, networking, and CAD system management. (Offered in spring only)

DRAF 2414 Machine Drawing and Design 4 Cr., (3 Lec., 3 Lab.)
(Prerequisite: DRAF 1114 Engineering Graphics I, DRAF 1124 Introduction to Computer Aided Design.) This course covers precision dimensioning and tolerancing, electrical and electronics drawing, drawing of machine elements, and advanced detail and assembly drawing. (Offered in spring only)

DRAF2423 3-D Studio 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: DRAF 2324 Advanced Computer Aided Design and DRAF 1214 Engineering Graphics II) This course will cover the fundamentals of 3-D modeling and animation and how to present designs with pictures that simulate the final product. (Offered in fall only)

EARLY CHILDHOOD PARAPROFESSIONAL TECHNOLOGY

ECDT 1323 Language Arts for Preschool Children 3 Cr., (3 Lec.)
(Prerequisite: None) This course covers skills needed by preschool teachers in order to plan, develop, and present language arts activities that nurture expressive language in young children. These skills are used to help children develop pre-reading and pre-writing skills. A grade of "C" or better is required for passing. (Offered in spring only)

ECDT 1413 Music for Preschool Children 3 Cr., (3 Lec.)
 (Prerequisite: None) This course focuses on music as a teaching tool for the preschool teacher. Students will use creative thinking, self-awareness, and problem solving as they plan developmentally appropriate musical activities to promote instructional themes such as: health and safety, socialization, family relationships, and nutrition. A grade of "C" or better is required for passing. (Offered in spring only)

ECDT 1513 Child Nutrition and Health Care 3 Cr., (3 Lec.)
 (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development; Prerequisite or Corequisite: EDUC 1113 Early Childhood Field Experience) This course covers the principles and application of safety, sanitation, and health nutritional practices for young children. Focus is on creating a safe environment, providing healthy nutritious foods, and making young children aware of the importance of these factors for good health and safe living. A grade of "C" or better is required for passing. (Offered in fall only)

ECDT 2243 Social and Emotional Development in an Inclusive Classroom 3 Cr., (3 Lec.)
 (Prerequisite: EDUC 1013 Introduction to Early Childhood Education, ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience; Prerequisite or Co-requisite: EDUC 2333 Child Growth and Development) This course focuses on the emotional development and social behavior of preschool children developing typically and atypically. Students will gain knowledge about identifying children with developmental disabilities, handicapping conditions, or challenging behaviors. Students will discover how to implement quality programs designed to accommodate the needs of normally developing and exceptional children. A grade of "C" or better is required for passing. (Offered in fall only)

ECDT 2613 Curriculum Methods and Materials 3 Cr., (3 Lec.)
 (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development) This course is an in depth study of methods, materials, and curricula necessary to implement the goals and objectives of early childhood education based on the National Council of Professional Recognition's six competency goals and thirteen functional areas. A grade of "C" or better is required for passing. (Offered in spring only)

ECDT 2713 Social Studies, Math, and Science for Preschool Children 3 Cr., (3 Lec.)
 (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, and EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development) This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate activities in social studies, math, and science for young children. Lab activities are implemented during ECDT 2916 Early Childhood Education Practicum. A grade of "C" or better is required for passing. (Offered in fall only)

ECDT 2813 Administration of Preschool Programs 3 Cr., (3 Lec.)
 (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, and EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development). This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered. A grade of "C" or better is required for passing. (Offered in spring only)

ECDT 2916 Early Childhood Education Practicum 6 Cr., (2 Lec., 16 SWE)
 (Prerequisites: EDUC 1013 Introduction to Early Childhood Education, EDUC 1113 Early Childhood Field Experience, ECDT 1113 Essential Elements of Child Care, ECDT 1323 Language Arts for Preschool Children, ECDT 1413 Music for Preschool Children, ECDT 1513 Child Nutrition & Health Care, ECDT 2243 Social & Emotional Development in Inclusive Classroom, EDUC 2333 Child Growth & Development, ECDT 2713 Social Studies, Math & Science for Preschool Children) This course provides an extended opportunity for students to apply their acquired skills and theoretical knowledge in a childcare setting. Completion of course objectives provides opportunities for students to plan and implement experiences for infants, toddlers, and preschoolers, drawing together all areas of the early childhood curriculum. A grade of "C" or better is required for passing. (Offered in spring only)

ECONOMICS

ECON 2313 Principles of Economics I (Macroeconomics) 3 Cr., (3 Lec.)
 (Prerequisite: None) Introduces the basic economic problems of a society, how the different solutions to these problems lead to different political philosophies. Discussions focused on the economic activities of the society as a whole, especially effects of monetary and fiscal policies on employment, income and price levels. ACTS Equivalent Course Number = ECON2103 (Offered in fall, spring, and summer)

ECON 2323 Principles of Economics II (Microeconomics) 3 Cr., (3 Lec.)
 (Prerequisite: None) Topics include decision making of the firms and the consumer; market structures; farm problems; international trade and finance, and the global economy. ACTS Equivalent Course Number = ECON2203 (Offered in fall, spring, and summer)

EDUCATION

EDUC 1013 Introduction to Early Childhood Education 3 Cr., (3 Lec.)
 (Prerequisite: None) This course provides an overview of the philosophy, educational theories, and historical development of formalized early childhood education. The student will become familiar with theories which early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course is based upon guidelines established by the Council for Early Childhood Professional Recognition. (Offered in fall and spring only)

EDUC 1113 Early Childhood Field Experience 2 Cr., (1 Lec., 2 Lab.)
 (Prerequisites: EDUC 2333 Child Growth & Development, ECDT 1113 Essentials Elements of Child Care, EDUC 1013 Introduction to Early Childhood Education; Acceptance into the ECDT program) This course introduces the student to the process of observing and assessing young children in early childhood educational settings through 30 (thirty) hours of active observation. The course will cover various observation methods, as well as the importance of utilizing various strategies of documenting observations for assessment purposes and curriculum planning. Students practice observing, documenting, and completing assessment tools prior to being placed in the field where required to carry out the observation and assessment process using appropriate documentation and interacting with developmental assessment tools for young children. Students are assigned to licensed, quality childcare centers for this field experience. (Offered in fall, spring, and summer)

EDUC 1313 Strategies for College Success 3 Cr., (3 Lec.)
 (Prerequisite: None) This course focuses on the development of critical thinking skills and applications. It fosters the development of essential college-level study skills, including note-taking, test-taking, and time-management skills and financial literacy. Critical workplace skills are also addressed within the context of progressing from college to the workplace. Students must take this course within their first 12 hours of course work at SEARK College or have completed a similar course as evidenced by transcript evaluation. (Offered in fall, spring, and summer)

EDUC 1323 Service Learning 3 Cr., (3 Lec.)
 (Prerequisite: Completion of a minimum of 12 semester credit hours of collegiate level courses) This course is designed for the General Studies and/or Associate of Arts degree major. Students meet in seminar sessions at the beginning and end of the semester and intermittently throughout the term. Students are placed in a trained volunteer service position with a local not-for-profit organization for a minimum of eight hours per week. Through community service, seminar classes, reflective journaling, and experience sharing students realize the connection between their academic preparation and the workplace. The personal value in volunteerism, its impact on the community, and the development of responsible citizenry are also goals of the course.

EDUC 2313 Computers in Education 3 Cr., (3 Lec.)
 (Prerequisite: COMP 1123 Introduction to Computers) This course provides an introduction to integrating technology in the classroom. Topics include the Internet, productivity software for educators, integrating multimedia and software applications, security issues, ethics, and technology planning. (Offered in spring only)

EDUC 2333 Child Growth and Development 3 Cr., (3 Lec.)
 (Prerequisite: None) This course focuses on physical, cognitive, and socio-emotional development in children from birth to age eight. Introduces methods used to observe, evaluate, and recognize possible delays in child development. The course content is based upon guidelines established by the Council For Early Childhood Professional Recognition. (Offered in fall and summer only)

ELECTRICAL SYSTEMS TECHNOLOGY

ELEC 1003 Instrumentation & Control I 3 Cr., (2 Lec., 2 Lab.)
 (Prerequisites: ELEC 1024 Electronics & Digital Devices with a grade of "C" or better) Instrumentation & Control I presents the fundamental scientific principles of process control including temperature measurement, pressure measurement, level processes measurement, flow measurement, analyzers, position measurement, PID Controller and process control, pH control and measurement, process dynamics, proportional plus integral/derivative control mode. Topics include transducers, thermometers, and gauges are introduced along with calibration. The student must demonstrate the ability to properly

connect and troubleshoot a basic instrumentation system upon completion of this course. This course will incorporate a variety of teaching and learning methods – lectures, readings, lab exercises, and lab work. (Offered in spring only)

ELEC 1004 **Principles of Technology** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: MATH 1233 Technical Math with a grade of “C” or better) This course is a study of basic industrial skills required in manufacturing environments and allows the student to attain core credentials in the NCCER system. This course is designed for students to gain practical knowledge of principles of technology and gain comprehensive exposure to a variety of topics such as use of power tools, hand tools, material handling and equipment in an industrial setting. This course will assist students in using measuring devices, identification and use of fastening devices, tolerance & lubrication of industrial machinery, while focusing on proper safety practices associated with working in an industrial setting (Offered in fall & spring)

ELEC 1014 **AC-DC Fundamentals of Electricity** **4 Cr., 3 Lec., 2 Lab.)**
(Prerequisite or Corequisite: MATH 1233 Technical Math with a grade of “C” or better) AC/DC Fundamentals of Electricity presents the basic concepts of DC and AC electricity. General topics covered include voltage, current, and Ohm’s Law, equivalent resistance, power in DC circuits, series and parallel circuits, phase angle and phase shift, instantaneous power and average power, inductive reactance, capacitive reactance, active and reactive power, apparent power and the power triangle. Solving simple AC circuits using circuit Impedance Calculation, solving AC circuits using the power triangle method. This course uses training systems and combines a modular design approach with computer-based data acquisition and control to introduce students to the fundamentals of electricity. The training system is designed to operate at a low voltage to ensure safety of students beginning their training in electric power technology. This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work. (Offered in fall & spring)

ELEC 1024 **Electronics and Digital Devices** **4 Cr., (3 Lec. 2 Lab.)**
(Prerequisite or Corequisite: ELEC 1014 AC/DC Fundamentals of Electricity with a grade of “C” or better) Electronics and Digital Devices introduce students to the components, the analysis and design methods, and the underlying principles that make up the framework for creating and implementing electronic and digital circuits for almost any conceivable task. The main emphasis is on developing an engineering point of view that is a mix of practical experience, good intuition, and the capability to apply the mathematical laws that govern the behavior of electronic and digital elements and circuits. Both analog and digital circuits will be covered. Topics include diodes, transistors, power components, filters, operational amplifiers and oscillators, number systems, codes, gates, Boolean logic, truth tables, encoders, decoders and converters, TTL, CMOS, flip-flops, multivibrators, counters, shift registers synchronous and asynchronous circuits, and multiplexing. (Offered in fall & spring)

ELEC 1034 **Industrial Motor Controls** **4 Cr., (3 Lec., 2 Lab.)**
(Prerequisite: ELEC 1014 AC/DC Fundamentals of Electricity with a grade of “C” or better) This course covers the fundamentals of DC motors, single phase AC motors, and three-phase AC motors. The course will also address control devices such as motor starters, contactors, relays solenoids, sensors, timers and switches. Included are maintenance, installation, wiring diagrams, and trouble-shooting. Mechanical and electrical assembly of control circuits is accomplished without the use of hand tools. This class uses the Control of Industrial Motors Training Systems which form a complete instructional program that trains students in industrial-motor control through the use of block, wiring, and schematic diagrams. This course will incorporate a variety of teaching and learning methods – lectures, readings, lab exercises, and lab work. (Offered in spring only)

ELEC 2003 **Instrumentation & Control II** **3 Cr., (2 Lec. 2 Lab.)**
(Prerequisite: ELEC 1003 Instrumentation & Controls I with a grade of “C” or better) This course continues the study of industrial process measurement and instrumentation. Covers common techniques for measuring the dynamic response of processes. Automatic control and process dynamic, digital and electrical control, control valves, regulator and dampers, actuator and positioners, variable speed drives and electrical power controllers, and safety instrumented systems. This class also focuses on the instrumentation and control applications such as temperature control applications, pressure and level application, flow control application and analysis and multivariable control application. The student must demonstrate the ability to properly connect and troubleshoot a basic instrumentation system upon completion of this course. This source will incorporate a variety of teaching and learning methods – lectures, readings, lab exercises, and lab work. (Offered in fall only)

ELEC 2004 **Programmable Logic Controllers** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: ELEC 1024 Electronics and Digital Devices with a grade of "C" or better) Programmable Logic Controllers (PLCs) covers the fundamentals of installing, programming, and troubleshooting digital and analog PLCs. This class provides a solid foundation in PLC theory, installation, programming techniques, principles of operation, maintenance of PLCs, and troubleshooting. Basic relay ladder logic programming experiments are performed using timers, counters, and internal coil instructions in laboratory projects. This class features on advanced PLC topics such as I/O bus networks, fuzzy logic, programming standard, process control, and PID algorithms. It covers everything from PLC basics to advanced applications. This course will incorporate a variety of teaching methods – lectures, readings, lab exercises, and lab work. (Offered in fall only)

ELEC 1014 **Wiring Principles & Codes** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: ELEC 1014 Fundamentals of Electricity with a grade of "C" or better) Wiring Principles & Codes is an introductory course of study in wiring practices, cabling, conductors, insulators, blueprints, and general electrical devices found in the residential and industrial setting. This course is based on current National Electric Code (NEC) standards and should stimulate the student to learn the basics of residential and industrial wiring. It will guide the students in examining the very latest in industry standards and procedures. The student will move step-by-step through the critical tasks and responsibilities that face today's professional residential and industrial electricians. This course will cover the interpretation and application to residential, industrial and commercial wiring of electrical code. (Offered in fall only)

ELEC 2024 **Commercial & Industrial Wiring** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: ELEC 1014 AC/DC Fundamentals of Electricity with a grade of "C" or better) Commercial & Industrial Wiring provides an overview of principles and theory involved when wiring commercial and industrial facilities. This class provides an understanding of the installation and maintenance of commercial and industrial wiring. This classes focuses on installing enclosures, conduit bodies, fittings, wiring and safety requirements needed to perform the tasks. This covers topics such as tools and test instruments, drawings and specifications, conductors and cables, commercial and industrial installations. Operation and installation of common electrical devices and components used in commercial and industrial applications are covered featured throughout this class. (Offered in spring only)

ELEC 2034 **Troubleshooting Electromechanical Systems** **4 Cr., (3 Lec. 2 Lab)**
 (Prerequisite: ELEC 2004 Programmable Logic Controllers with a grade of "C" or better) Troubleshooting Electromechanical Systems covers system troubleshooting theory and real troubleshooting applications. Uses a hands-on approach to provide troubleshooting experience in multiple areas including troubleshooting techniques for Instrumentation and Process Control systems, Motor Controls, and PLC/DCS (analog and digital) systems, and Motor Transformers, Branch and Feeder Circuits (480V to 34.5KV). This course is intended to build on previous study in these topics and enhance skills so that system failures can be analyzed and corrected efficiently. Students will be using SIMTECH software to troubleshoot electro-mechanical systems. This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work. (Offered in spring only)

EMERGENCY MEDICAL SCIENCES

All NAH Courses must be completed with a grade of "C" or better.

EMER 1009 **EMT Basic** **9 Cr., (7 Lec., 4 Lab., 4 SWE)**
 (Prerequisite: ACT Reading 15 or **COMPASS** Reading 70 or READ 1213 Developmental Reading with a grade of "C" or ENGL 1313 English Composition I with a grade of "C" or better and by NAH faculty permission) Basic EMT is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. A grade of "C" or better is required for passing.

EMER 1111 **Basic EKG Interpretation** **1 Cr., (1 Lec.)**
 (Prerequisites: None). This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. A grade of "C" or better is required for passing.

EMER 1112 **Clinical** **2 Cr., (1 Lec., 2 Lab.)**
 (Prerequisites: Acceptance into the program; EMER 1007 EMT Basic, with a grade of "C" or better. Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1114 Foundations of EMS. This course prepares the student to care for patients in the clinical area by teaching the principles of intravenous access, medication administration, and airway management. Students will utilize the simulations lab to enhance

clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing. (Offered in fall only)

EMER 1114 Foundations of Emergency Medical Sciences 4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: Acceptance into the Program; EMER 1007 EMT Basic, with a grade of "C" or better. Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation;. This course will include study of roles and responsibilities within the EMS system, the importance of personal wellness, and implementation of injury prevention activities, understanding legal issues, ethics and principles of communications. Basic Pharmacology is covered with emphasis on emergency administration including preparation, methods, safety, classifications, and principles of IV/Intraosseous therapy. Advanced airway management including endotracheal intubation, CPAP, Rapid Sequence Induction, emergency cricothyrotomy and mechanical ventilation for pre-hospital setting is included. A grade of "C" or better is required for passing. (Offered in fall only)

EMER 1134 Clinical Practicum I 4 Cr., (16 SWE)
(Prerequisites: Acceptance into the Program; EMER 1007 EMT Basic; with a grade of "C" or better. Pre or Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1114 Foundations of EMS; EMER 1112 Clinical Preparation). Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. A grade of "C" or better is required for passing. (Offered in fall and spring only)

EMER 1222 Acute Cardiac Care 2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation;; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1134 Clinical Practicum I; EMER 1244 Clinical Practicum II). This course provides the student with the framework for recognition and treatment of cardiac related emergencies. A review of the standard 3 lead EKG will be done to lead to the student gaining a working knowledge in the acquisition and advanced interpretation of the 12 lead EKG. Emphasis is placed on the pathophysiology of cardiac related emergencies. Students learn the evolution of acute coronary syndromes, and the treatment of such disorders. Successful completion of this course will lead the student to gain certification in Advanced Cardiac Life Support Provider (ACLS) through the American Heart Association. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. This course will also provide the student with the framework to recognize the pathophysiology and implement management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. Course includes Pediatric Education for the Pre-hospital Provider (PEPP), Neonatal Resuscitation (NRP) Certifications. A grade of "C" or better is required for passing. (Offered in the spring only)

EMER 1213 Management of the Trauma Patient 3 Cr., (3 Lec.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; Pre or Co requisite: EMER 1134 Clinical Practicum I or EMER 1244 Clinical Practicum II; EMER 1114 Foundations of EMS; EMER 1222 Acute Cardiac Care; EMER 1234 Pathophysiology for EMS Providers). This course includes the advanced management of the trauma systems, mechanism of injury, pathophysiology, management, and treatment of traumatic injuries including hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury in clients across the life span. Includes certification in Pre-hospital Trauma Life Support (PHTLS), Pediatric Education for the Pre-hospital Provider (PEPP), and Neonatal Resuscitation (NRP) Certifications. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing. (Offered in the spring only).

EMER 1234 Pathophysiology for EMS Providers 4 Cr., (3 Lec., 2 Lab.)
(Prerequisites:; EMER 1112 Clinical Preparation with a grade of "C" or better. Pre or Co requisite: EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; EMER 1222 Acute Cardiac Care; EMER 1213 Management of the Trauma Patient;. This course includes Human Anatomy and Physiology from cellular structure to systems applications with emphasis on the pathophysiology of the disease process. A grade of "C" or better is required for passing. (Offered in the spring only)

EMER 1242 Management of the Critical Care Patient 2 Cr., (1 Lec., 2 Lab.)
(Pre or co requisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. EMER 1222 Acute Cardiac Care; EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1244 Clinical Practicum II). This course is designed to enable the paramedic student to integrate all the information learned in the program. This course will focus on dealing with critically ill or injured patients, including pediatrics. The laboratory time will be spent treating simulated patients in the

lab at SEARK College. A grade of "C" or better is required for passing. (Offered in the spring and summer only)

EMER 1222 Acute Cardiac Care 2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1242 Management of Critical Care Patients; EMER 1244 Clinical Practicum II). This course provides the student with the framework for recognition and treatment of cardiac related emergencies. A review of the standard 3 lead EKG will be done to lead to the student gaining a working knowledge in the acquisition and advanced interpretation of the 12 lead EKG. Emphasis is placed on the pathophysiology of cardiac related emergencies. Students learn the evolution of acute coronary syndromes, and the treatment of such disorders. Successful completion of this course will lead the student to gain certification in Advanced Cardiac Life Support Provider (ACLS) through the American Heart Association. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. This course will also provide the student with the framework to recognize the pathophysiology and implement management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. Course includes Pediatric Education for the Pre-hospital Provider (PEPP), Neonatal Resuscitation (NRP) Certifications. A grade of "C" or better is required for passing. (Offered in the spring and summer only)

EMER 1244 Clinical Practicum II 4 Cr., (16 SWE)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1242 Management of Critical Care Patient). Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/ Lab instruction. A grade of "C" or better is required for passing. (Offered in the spring and summer only)

EMER 1411 Paramedic Competencies 1 Cr., (1 Lec.)
(Prerequisites: EMER1244 Clinical Practicum II) Co-requisites: EMER 1413 Management of Medical Emergencies; EMER 1424 Clinical Practicum III). This Capstone course combines preparation and evaluation of significant entry level paramedic competencies required to be successful on the National Registry exam. A grade of "C" or better in this course is required in order for the student to be granted eligibility to sit for the National Registry exam. (Offered in the summer and fall only)

EMER 1413 Management of Medical Emergencies 3 Cr., (3 Lec.)
(Prerequisites: EMER1244 Clinical Practicum II with a grade of "C" or better. Co-requisites: EMER 1411 Paramedic Competencies; EMER 1424 Clinical Practicum III). This course will provide the student with the framework to recognize the pathophysiology and implement management of patients with respiratory, neurologic, endocrine, anaphylactic, non- traumatic abdominal, and urologic emergencies. Course includes toxicological, substance abuse, hematologic, environmental, infectious, psychiatric, and behavioral emergencies. The course includes certification in Advanced Medical Life Support (AMLS). Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing. (Offered in the summer and fall only)

EMER 1424 Clinical Practicum III 4 Cr., (16 SWE)
(Prerequisites: EMER1244 Clinical Practicum II with a grade of "C" or better. Co-requisites: EMER 1411 Paramedic Competencies; EMER 1413 Management of Medical Emergencies). Students will have supervised rotations through selected clinical, both hospital and pre- hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. A grade of "C" or better is required for passing. Emphasis is placed on all psychomotor skills and cognitive aspects of the national professional credentialing examination. (Offered in the summer and fall only)

ENGLISH

NOTE: Students who score below 19 on the English Section of the Enhanced ACT must take the COMPASS Placement Test for course placement.

ENGL 1013 Basic English 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT score of 12-14 or a **COMPASS** writing score of 10-45) Co-requisite: READ 1213 Developmental Reading, if required. This course offers intensive instruction in the fundamentals of grammar and usage. A grade of "C" or better is required before progressing to the next course level, ENGL 1113 Fundamentals of Writing. This course is non-transferable. (Offered in fall, spring, and summer)

- ENGL 1113** **Fundamentals of Writing** **3 Cr., (3 Lec.)**
 (Prerequisite: Placement by an ACT score of 15-18 or a **COMPASS** writing score of 46-79, or a grade of "C" or better in ENGL 1013 Basic English. Co-requisite: READ 1213 Developmental Reading, if required.) This course is a continuation of ENGL 1013 Basic English. Students learn the writing process and methods of essay development while working with varied resources. A grade of "C" or better is required before progressing to ENGL 1313 English Composition I. This course is not transferable. (Offered in fall, spring, and summer)
- ENGL 1193** **ALP Fundamentals of Writing** **3 Cr., (3 Lec.)**
 (Prerequisite: Placement by an ACT score of 15-18 or a **COMPASS** writing score of 46-79 or ENGL 1013 Basic English with a grade of "C" or better; Co-requisites: ENGL 1393 ALP English Composition I and READ 1213 Developmental Reading, if required) This is an Accelerated Learning Program course to be taken in the same semester as ENGL 1393 ALP English Composition I. Its purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level. (Offered in fall, spring, and summer)
- ENGL 1313** **English Composition I** **3 Cr., (3 Lec.)**
 Prerequisite: Placement by an ACT score of 19-36 or a **COMPASS** writing score of 80+ or a grade of "C" or better in READ 1393 Integrated Development Reading and Writing, or a minimum grade of "C" or better in ENGL 1013 Basic English and ENGL 1113 Fundamentals of Writing. Corequisite: READ 1213 Developmental Reading, if required). Course will focus on principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical reading. A minimum grade of "C" or better is required for passing. ACTS Equivalent Course Number = ENGL1013 (Offered in fall, spring, and summer)
- ENGL 1393** **ALP English Composition I** **3 Cr., (3 Lec.)**
 Co-requisites: ENGL 1193 ALP Fundamentals of Writing and READ 1213 Developmental Reading, if required). This is an Accelerated Learning Program course taken in the same semester as ENGL 1193 ALP Fundamentals of Writing. Principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking are covered. It enhances student's writing skills to given them an opportunity to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level. (Offered in fall, spring, and summer)
- ENGL 1323** **English Composition II** **3 Cr., (3 Lec.)**
 (Prerequisite: English 1313 English Composition I or ENGL 1393 ALP English Composition I with a minimum grade of "C" or better). Course will focus on further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. A minimum grade of "C" is required for passing. ACTS Equivalent Course Number = ENGL1023 (Offered in fall, spring, and summer)
- ENGL 2313** **English Literature I** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) The emphasis in this course is on English authors and literary developments from Beowulf through Samuel Johnson. ACTS Equivalent Course Number = ENGL2673. (Offered in fall and summer only)
- ENGL 2323** **English Literature II** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This course is a continuation of English Literature I with a focus on English authors and literary developments from James Thompson through Dylan Thomas. ACTS Equivalent Course Number = ENGL2683. (Offered in spring only)
- ENGL 2363** **World Literature I** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) A course is a critical survey of classical, oriental, and continental literature. Emphasis will be placed on important aspects of the literary heritage of the ancient Greek, Roman, and Judeo-Christian cultures. ACTS Equivalent Course Number = ENGL2113. (Offered in fall only)
- ENGL 2373** **World Literature II** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This course is a continuation of ENGL 2363 World Literature I. ACTS Equivalent Course Number = ENGL2123. (Offered in spring only)

GEOGRAPHY

GEOG 2313

General Geography

3 Cr., (3 Lec.)

(Prerequisite: None) This course sets forth principles of physical, political, economic, and cultural geography. Elements of cartography will also be explored. ACTS Equivalent Course Number = GEOG1103 (Offered in fall, spring, and summer)

HEALTH INFORMATION MANAGEMENT

All NAH Program courses must be completed with a grade of "C"

HEAL 1113

Medical Terminology

3 Cr., (3 Lec.)

(Prerequisites: ACT Reading 15 or **COMPASS** Reading 70 or READ 1213 Developmental Reading or ENGL 1313 English Composition I or ENGL 1393 ALP English Composition I with a grade of "C" or better or by Permission of NAH Faculty.) This course is a study of medical terminology including word components, definitions, spelling, pronunciation, and the use of medical references and resources for

research and practice. Medical terms related to medicine, surgery, laboratory, pharmacology, radiology, and pathology are introduced. A grade of "C" or better is required for passing. (Offered in the fall, spring and summer only)

HEAL 1216

Introduction to Phlebotomy

6 Cr., (4 Lec., 3 Lab., 3 SWE)

(Prerequisites: ACT Composite 19 or **COMPASS** Reading 83 or READ 1213 Developmental Reading with a grade of "C" or better or by NAH faculty permission: Pre or co-requisite: HEAL 1113 Medical Terminology). This course introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. A grade of "C" or better is required for passing. (Offered in the fall, spring and summer)

HEAL 1413

Basic Coding and Classification Systems

3 Cr., (3 Lec)

(Prerequisite or Corequisite: BIOL 2226 Anatomy & Physiology for Health Professions; HEAL 1113 Medical Terminology; or by permission of NAH faculty). This course is an introduction to the medical coding and classification systems for the United States as they relate to applicable workforces in the healthcare industry. ICD-10-CM/PCS codes will be observed and exercised through the course. A grade of "C" or better is required for passing. (Offered in the fall, spring and summer)

HEAL 1513

Intermediate Medical Coding Principles

3 Cr., (2 Lec., 2 Lab)

Prerequisites: HEAL 1413 Basic Coding & Classification Systems; Corequisite: HEAL 1343 Disease Processes). This course is a continuation of HEAL 1413. Students will exercise existing knowledge in ICD-10-CM/PCS assignment and apply it to advanced concepts. CPT-4 coding will be introduced as well as an overview in reimbursement methodologies as they apply to U.S. healthcare billing systems. A grade of "C" or better is required for passing.

HEALTH, PHYSICAL EDUCATION/RECREATION

HPER 1111

Introduction to Ballroom and Social Dance

1 Cr., (2 Lab.)

(Prerequisite: None) The content of this course will include techniques of leading and following, basic positions, and a variety of dance steps from such dances as the Waltz, Swing, Two-Step, and more. The student should be prepared to dance. (Offered in the fall, spring and summer)

HPER 1122

Fit and Well

2 Cr., (1 Lec., 2 Lab.)

(Prerequisite: By permission of NAH faculty. Co-requisite: Current membership with the Jefferson Regional Medical Center (JRMCC) Wellness Center). This online course provides an overview of the components to personal fitness and wellness. Basic principles of physical fitness as well as types of exercises and the benefits of each will be discussed. Development and implementation of a fitness program based on a physical assessment and self-analysis will encourage enhancement of personal health. In addition, the effect of nutrition, stress management and high-risk behaviors on overall fitness and wellness will be discussed. Membership with JRMCC's Wellness Center is required to complete the laboratory component of the course. A grade of "C" or better is required for passing.

HPER 1313 **Personal Health and Safety** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is the study of correct living, including fundamental biological facts and aspects of human behavior as they affect individual health, conduct and mental hygiene; agents of disease and modern scientific methods controlling them. ACTS Equivalent Course Number = HEAL1003 (Offered in fall, spring and summer)

HISTORY

HIST 1333 **World Civilization I** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is a survey of the foundations of World Civilization in ancient and classical times, through the medieval period, to the end of the religious wars in 1648. ACTS Equivalent Course Number = HIST1213 (Offered in fall, spring and summer)

HIST 1343 **World Civilization II** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is a survey of the development of World Civilization from the end of the religious wars in 1648 to present. ACTS Equivalent Course Number = HIST1223 (Offered in fall, spring and summer)

HIST 2313 **U.S. History to 1877** **3 Cr., (3 Lec.)**
 (Prerequisite: None) A survey of United States history from the Colombian voyages through the end of Reconstruction. ACTS Equivalent Course Number = HIST2113 (Offered in fall, spring and summer)

HIST 2323 **U.S. History Since 1877** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is a survey of United States history from the end of Reconstruction through the late twentieth century. ACTS Equivalent Course Number = HIST2123 (Offered in fall, spring and summer)

HIST 2333 **Arkansas History** **3 Cr., (3 Lec.)**
 Prerequisite: Successful completion of HIST 2313 U.S. History to 1877 or HIST 2323 U.S. History Since 1877) This course is a study of the economic, social, and political evolutions of Arkansas from the Spanish and French explorations to the present. Cultural aspects of folklore, native art, music, and traditions that have been an integral part of Arkansas will be explored. Satisfies certification requirements for Arkansas Teaching Certificate. (Offered in fall, spring and summer)

HOME ECONOMICS

HOME 1323 **Basic Nutrition** **3 Cr., (3 Lec.)**
 (Prerequisite: ACT Reading 15 or **COMPASS** Reading 70 or READ 1213 Developmental Reading with a grade of "C" or better; or ENGL 1313 English Composition I with a grade of "C" or better; or READ 1293 ALP Developmental Reading or ENGL 1393 ALP English Composition I with a grade of "C" or better; or by NAH faculty permission) This course presents basic principles of nutrition and its role in the maintenance of health across the lifespan. Significance and application of recommended dietary allowances and therapeutic diets are discussed. A grade of "C" or better is required for passing. (Offered in the fall, spring, and summer)

HUMANITIES

HUMA 2313 **Humanities** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This is a three hour course designed to be an introduction to the fundamentals of music, painting, sculpture, architecture, drama, and literature and their relationship to one another. This course provides an analytical and comparative study of works in these areas. Focus on developing appreciation for creative expressions. (Offered in fall, spring, and summer)

HUMA 2303 **International Travel Studies** **3 Cr., (3 Lec.)**
 (Prerequisite: Permission of Division Chair) The student will conduct and publicly present findings of the societies and cultures encountered during a college-approved academic foreign travel program. Course requirements include an orientation; reading assignments prior to foreign travel; daily journal entries; travel summation; photographs, slides, or video presentations, written assignments, and three public presentations of the foreign travel experience upon conclusion of the trip. (Offered summer only)

INFORMATION SYSTEMS TECHNOLOGY

(Some of the INFO courses are part of the Computer Information Systems Technology degree plan.)

INFO 1133 **Introduction to Computer Programming** **3 Cr., (2 Lec., 2 Lab.)**
 (Co-requisite: COMP 1123 Introduction to Computers) Students will be introduced to the fundamental concepts and principles of computer programming logic. This course will include exercises in programming to reinforce known concepts. (Offered in fall and spring only)

- INFO 2143 Introduction to Computer Forensics 3 Cr., (3 Lec.)**
 (Prerequisite: COMP 1123 Introduction to Computers) Computer forensics combines elements of law and computer sciences to collect, analyze, or recover lost data from computer systems, networks, wireless communication, and storage devices in a way that is admissible as evidence in a court of law or may be restored to service. (Offered in spring only)
- INFO 2153 Java Programming 3 Cr., (3 Lec.)**
 (Prerequisite: INFO 1133 Introduction to Computer Programming) This course is designed to teach the JAVA programming language, as well as JAVA applets and JSP pages for Web Programming. (Offered in spring only)
- INFO 2173 Visual Basic Programming 3 Cr., (3 Lec.)**
 (Prerequisite: INFO 1133 Introduction to Computer Programming) This course introduces the student to computer programming logic and the standards and conventions of programming the graphical user interface. Emphasis will be placed on gaining an understanding of proper design, placement, and coding of the graphical features of the interface. (Offered in fall and spring only)
- INFO 2273 Advanced Visual Basic Programming 3 Cr., (3 Lec.)**
 (Prerequisite: INFO 2173 Visual Basic Programming) This course reveals the fundamentals of event driven programming, creating a Data services using ADO, accessing a database with SQL and Active X Controls, and intensive Multiple Document Interface Programming. Emphasis will be placed on specific industry demanded skills as well as Visual Basic for Applications. (Offered in fall and spring only)
- INFO 2293 Advanced Java Programming 3 Cr., (3 Lec.)**
 (Prerequisite: INFO 2153 Java Programming) This course continues the Java programming theme with advanced topics that include various ways of implementing interfaces, inheritance, exceptions, cloning, and RTTI. Utility and collection classes and multithreading are also covered. (Offered in fall and spring only)
- INTERNET & WEB TECHNOLOGY**
(Some of the INET courses are part of the Computer Information Systems Technology degree plan.)
- INET 1113 Introduction to the Internet 3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is designed to acclimate the student to the Internet and its related tools, especially browsers, e-mail programs, and search engines. The course will include basics such as setting up the Internet on your computer, a discussion of popular browsers and e-mail programs, choosing an ISP, and other topics. The focus of the course is placed on using the Internet for both personal and business use. (Offered in fall only)
- INET 1123 HTML & Web Page Technologies 3 Cr., (3 Lec.)**
 (Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better; COMP 1123 Introduction to Computers and Co-requisite: INET 1113 Introduction to the Internet) This course focuses on the creation of web pages by using hypertext markup language (HTML). In addition to HTML, the course includes discussions on the history of the Internet, the related technologies of scripting languages, and other topics.
- INET 2113 JavaScript 3 Cr., (2 Lec., 2 Lab.)**
 (Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better); INET 1123 HTML & Web Page Technologies) This course provides extensive coverage of client-side JavaScript through extensive hands-on practice in a laboratory environment.
- INET 2153 Web Server Administration 3 Cr., (3 Lec.)**
 (Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course focuses on the installation, configuration, and use of web server programs. Web servers are the foundation applications used on the Internet by the World Wide Web. The course will focus on the world's most popular web server the Apache HTTP Server Project.
- INET 2163 PHP (Hypertext Preprocessor) 3 Cr., (2 Lec., 2 Lab.)**
 (Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better; Co-requisite: INET 2113 JavaScript) This course will cover the development of web pages interacting with databases using the open source (free) software called PHP (Hypertext Preprocessor). The course will instruct on developing web pages and interacting with databases using PHP and MySQL. More specifically, the course will use PHP to store and retrieve data, use arrays, manipulate expressions, reuse code, and write functions.

LANGUAGES

LANG 2414 **Elementary Spanish I** **4 Cr., (4 Lec.)**
(Prerequisite: None) This course is an introductory courses in Spanish; language skills emphasized through basic reading, writing, and speaking. For students with no previous study of Spanish. ACTS Equivalent Course Number = SPAN1013 (Offered in fall, spring, and summer)

LANG 2424 **Elementary Spanish II** **4 Cr., (4 Lec.)**
(Prerequisite: LANG 2414 Elementary Spanish I) This course is a continuation of Elementary Spanish I. ACTS Equivalent Course Number = SPAN1023 (Offered in fall, spring, and summer)

LANG 2434 **Intermediate Spanish I** **3 Cr., (4 Lec.)**
(Prerequisite: LANG 2424 Elementary Spanish II) Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information.

The student will begin to use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. ACTS Equivalent Course Number = SPAN2013 (Offered in fall and spring only)

LANG 2444 **Intermediate Spanish II** **4 Cr., (4 Lec.)**
(Prerequisite: LANG 2434 Intermediate Spanish I) Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information. The student will use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. ACTS Equivalent Course Number = SPAN2023 (Offered in fall, spring and summer)

MATHEMATICS

NOTE: Students who score below 19 on the Mathematics Section of the Enhanced ACT must take the COMPASS Placement Test for course placement.

MATH 1003 **Fundamentals of Mathematics** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 0-13 or **COMPASS** Algebra score of 16-20.) This lecture course covers arithmetic, algebra topics, and satisfies the prerequisite for MATH 1013 Elementary Algebra. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Modules 1-6 will be covered in this course. A grade of "C" or better is required before progressing to MATH 1013 Elementary Algebra. This course is non-transferable. (Offered in fall, spring, and summer)

MATH 1003 **MOD Fundamentals of Mathematics** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 0-13 or **COMPASS** Algebra score of 16-20.) This modular course allows students to work in a computer lab setting to complete the requirements for Fundamentals of Mathematics. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Students are required to master Modules 1- 6 in this course with a grade of "C" or better before progressing to the next course. The industrious student may work Modules 7-10 to transition to MATH 1013 Elementary Algebra and complete Modules 11-14 to transition to MATH 1023 Intermediate Algebra. This course satisfies the prerequisite for MATH 1013 Elementary Algebra. This course is non-transferable. (Offered in fall, spring, and summer)

MATH 1013 **Elementary Algebra** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 14-16 or **COMPASS** algebra score of 21-30 or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) This course is an introduction to the basic concepts and theory of algebra. Topics include simple equations, linear equations and graphing, exponents, polynomials, and factoring. A grade of "C" or better is required before progressing to the next course level. (Offered in fall, spring, and summer)

MATH 1023 **Intermediate Algebra** **3 Cr., (3 Lec.)**
(Prerequisite: Placement by an ACT math score of 17-18 or **COMPASS** algebra score of 31-40 or MATH 1013 Elementary Algebra with a grade of "C" or better.) This course is designed to prepare students for Math 1333 College Algebra. Topics included in this course are factoring, rational expressions, radical

MATH 1013 FT	Elementary Algebra and	3 Cr. Ea., (3 Lec. Ea.)
MATH 1023 FT	Intermediate Algebra	
(Prerequisite: Placement by an ACT math score of 15-16 or COMPASS Algebra score of 21-30 or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) These courses are both 8- weeks in length and are taken during one 16-week semester. The coursework is intensified but allows students the opportunity to finish both of these developmental courses in one semester. A grade of "C" or better is required in both courses before progressing to the next course level. (Offered in fall, spring, and summer.)		

(Prerequisite: Placement by an ACT math score of 15-16 or **COMPASS** Algebra score of 21-30 or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) These courses are both 8- weeks in length and are taken during one 16-week semester. The coursework is intensified but allows students the opportunity to finish both of these developmental courses in one semester. A grade of "C" or better is required in both courses before progressing to the next course level. (Offered in fall, spring, and summer.)

(Prerequisite: Placement by an ACT math score of 15-16 or **COMPASS** Algebra score of 21-30 or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) This 16-week modular course allows students to work in a computer lab setting to complete the requirements for Elementary Algebra. The industrious student may work additional modules and gain the ability to test out of Intermediate Algebra. A grade of "C" or better is required before progressing to the next course level. (Offered in fall and spring only)

(Prerequisite: Placement by an ACT math score of 17 or higher or **COMPASS** Algebra score of 31-40 or MATH 1003 Fundamentals of Math with a grade of "C" or better.) Business Math provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, insurance, statistics, and graphs. The course also provides instruction in using algebraic principles to solve business problems. (Offered in fall, spring, and summer)

(Prerequisite: Placement by ACT math score of 15-16, **COMPASS** Algebra score of 21 or higher or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) This Technical Math course is designed for students enrolled in Computer Network Technology (CNET), Registered Nursing, and other technical career programs. The following skills will be covered throughout the course: Arithmetic, algebra, measurements, statistics, geometry, and nursing skills such as calculating dosage and reading labels and syringes. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers. They will solve ratios, percentages and proportions, convert from one unit of measurement to another, study probability and statistics, and geometry. The Nursing students will also cover Roman Numerals, time, apothecary measurements and conversion, and dosage. CNET and other Technical Studies students are required to master Modules 1-7 and 15-16 with a grade of "C" or better. Nursing students will be required to master Modules 1-7 and 15-17 with a grade of "C" or better. NOTE: This course is designed for students enrolled in Associate of Applied Science Degree or Technical Certificate programs ONLY and may not be transferable. (Offered in fall and spring only)

(Prerequisite: Placement by an ACT math score of 19-36 or **COMPASS** Algebra score of 41 or higher or MATH 1023 Intermediate Algebra with a grade of "C" or better.) The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex numbers, functions and graphs, logarithms, and systems of equations. ACTS Equivalent Course Number = MATH1103 (Offered in fall, spring, and summer)

(Prerequisites: MATH 1333 College Algebra with a grade of "C" or better) The course covers trigonometric ratios, degrees and radians, trigonometric identities, graphs, inverse functions, vectors, Laws of Sines, Laws of Cosines, and trigonometric equations. ACTS Equivalent Course Number = MATH1203 (Offered in fall, and spring only)

(Prerequisites: A letter grade of a "C" or better in MATH 1333 College Algebra) A 5-hour course in coordinate geometry, functions and their graphs, matrices and systems of equations, and exponential and logarithmic applications. ACTS Equivalent Course Number = MATH1305

(Prerequisite: MATH 1333 College Algebra with a grade of "C" or better) Business Calculus is a course for business students seeking an Associate of Science in Business transfer degree involving single- variable calculus business applications. It does not prepare students for Engineering Calculus sequences. Topics include the derivative, methods of finding the derivative, applications of the derivative, optimization, implicit differentiation, related rates, methods of integration, and applications.

MATH 1323 **Quantitative Literacy and Reasoning** **3 Cr., (3 Lec.)**
 (Prerequisite: Placement by an ACT math score of 19-36 or COMPASS Algebra score of 41 or higher or MATH 1023 Intermediate Algebra with a grade of "C" or better). This course is designed to satisfy the mathematics requirement for degrees and programs that are non-STEM and do not require College Algebra. This course is designed to help students understand mathematics in everyday life. Students will use algebra, logic, proportions and relations to solve problems as consumers, employees, and citizens in today's society. ACTS Equivalent Course Number = MATH 1113 (Offered in fall and spring)

MATH 2335 **Calculus I** **5 Cr., (5 Lec.)**
 (Prerequisites: A letter grade of a "C" or better in MATH 1355 Pre-Calculus or approval of the instructor) A 5-hour course in functions, limits, continuity, difference quotients, differentiation, extrema, geometric and physical applications, and integration. ACTS Equivalent Course Number = MATH2405 (Offered in spring only)

MATH 2345 **Calculus II** **5 Cr., (5 Lec.)**
 (Prerequisites: A letter grade of a "C" or better in MATH 2335 Calculus I) A 5-hour course in differentiation, and integration of transcendental functions, applications of integration, partial fractions, indeterminate forms, infinite series, parametric equations, and polar coordinates. ACTS Equivalent Course Number = MATH2505

MATH 2373 **Introduction to Statistics** **3 Cr., (3 Lec.)**
 (Prerequisite: MATH 1013 Elementary Algebra with a grade of "C" or better or an ACT math score of 19-36 or **COMPASS** score of 31 or higher) The course covers classification of data, frequency distributions, central tendency, meaning of dispersion and its measurement, confidence intervals, probability, hypothesis testing, correlation, and regression. ACTS Equivalent Course Number = MATH 2103 (Offered in fall, spring, and summer)

MECHANICAL SYSTEMS TECHNOLOGY

MECH 1044 **Fluid Power (Hydraulics & Pneumatics)** **4 CR. (3 Lec. 2 Lab)**
 (Prerequisite: MATH 1233 Technical Math with a grade of "C" or better) This course provides a study of basic fluid power systems common to the field of industrial automation including basic principles of fluid power, components, standards, symbols, circuits and troubleshooting of hydraulic and pneumatic systems. General topics covered include install, move, and remove pneumatic and hydraulic components and electrical control devices, perform flow, pressure, force, velocity, and rotation speed measurements, observe fluid flow inside pneumatic and hydraulic components, and zoom in or out. This course will incorporate a variety of teaching and learning methods – lectures, readings, lab exercises and lab work. (Offered in spring only)

MECH 1054 **Electro-Mechanical Device Systems** **4 CR. (3 Lec. 2 Lab)**
 (Prerequisite: ELEC 1014 AC/DC Fundamentals of Electricity with a grade of "C" or better) This course provides an overview of the principles and concepts of installation, preventative maintenance and repair of Electro-Mechanical systems found in industrial operations. In this course, students will learn the concepts of mechanical power transmission through the many types of mechanical drive systems in modern machinery. Mechanical power system safety is focused on throughout this course. Topics include machine and electric motor mounting, motor shaft and keyway features, measuring speed, torque, power efficiency, mechanical shaft bearing, coupling, and alignment, as well as v-belt, chain, spur gear, and multiple shaft drives. (Offered in spring only)

MECH 1813 **Blueprint Reading & Measurements** **3 Cr., (2 Lec., 2 Lab.)**
 (Prerequisite: None) A course of study aimed at developing skills in the interpretation of varied blueprints, measurements, allowances, and tolerances.

MEDICATION ASSISTING TECHNOLOGY

Courses offered by special request of Nursing & Allied Health Technologies Division.

ALLI 1135 **Medication Assisting Technology** **5 Cr., (3 Lec. 2 Lab., 3 SWE)**
 (Prerequisite: ACT Reading 15 or **COMPASS** Reading 70 or Read 1213 Developmental Reading or ENGL 1313 English Composition I with a grade of "C" or better or ENGL 1393 ALP English Composition I with a grade of "C" or better and by NAH faculty permission). This course is designed to introduce the principles and concepts of medication administration as it is related to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe

application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C). A grade of "C" or better is required for passing.

MUSIC

MUSI 2333

Music History and Appreciation

3 Cr., (3 Lec.)

(Prerequisite: None) This course is designed for non-music majors who elect to study music as a cultural experience. This course is a survey and listening course of the music literature of all periods. ACTS Equivalent Course Number = MUSC1003 (Offered in fall, spring, and summer)

REGISTERED NURSING (Generic and LPN/Paramedic to RN Transition Option)

All NAH program courses must be completed with a grade of "C" or better.

NURS 1604

Core Nursing Concepts I

4 Cr., (4 Lec.)

(Prerequisite: Admission to the RN Generic Option; Co-requisite: NURS 1613 Core Nursing Skills Concepts I; Pre or Co-requisite: BIOL 2474 Microbiology). This course introduces core concepts required for understanding of entry level professional nursing. Beginning knowledge, skills, and professional behaviors are introduced. The history of nursing, nursing process, and professional roles are discussed. Nursing theory and conceptual frameworks and how they function to organize critical thinking processes for the professional nurse are explored. The student is introduced to the tenants of evidence based practice and the core concepts of the SEARK College organizing framework which serve as the basis for structuring the course and curriculum. A grade of "C" or better is required for passing.

NURS 1613

Core Nursing Skills Concepts I

3 Cr., (9 Lab.)

(Prerequisite: Admission to the RN Generic Option; Co-requisite: NURS 1604 Core Nursing Concepts I; Pre- or Co- requisite: BIOL 2474 Microbiology). This course focuses on evidence based practice of theory application and demonstration of basic nursing skills and pharmacology concepts. Use of the nursing process and planning client centered care for clients across the life span are introduced. Safety in the client environment is stressed in various types of health care settings. A grade of "C" or better is required for passing.

NURS 1624

Core Nursing Concepts II

4 Cr., (4 Lec.)

(Prerequisites: NURS 1604 Core Nursing Concepts I with a grade of "C" or better; NURS 1613 Core Nursing Skills Concepts I with a grade of "C" or better; Co-requisite: NURS 1633 Core Nursing Skills Concepts II). This course continues with introducing students to the concepts of evidence based practice, holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification. Students are required to begin to internalize the roles of the professional nurse as provider of care, manager of care, and a member of the health care team. Curricular concepts are further discussed to provide students with the constructs needed for development of critical thinking skills to be exercised in clinical decision making. A grade of "C" or better is required for passing.

NURS 1633

Core Nursing Skills Concepts II

3 Cr., (9 Lab.)

(Prerequisites: NURS 1604 Core Nursing Concepts I with a grade of "C" or better; NURS 1613 Core Nursing Skills Concepts I with a grade of "C" or better. Co-requisite: NURS 1624 Core Nursing Concepts II). This course builds on competencies acquired in Core Nursing Skills Concepts I. Students expand on knowledge of pharmacology concepts and are introduced to additional skills required to provide evidence based client centered care in meeting physiologic, psychosocial, spiritual, sexual and cultural needs across the life span. A grade of "C" or better is required for passing.

NURS 2114

Nursing Process I

4 Cr., (4 Lec.)

(Prerequisite: NURS 1624 Core Nursing Concepts II; NURS 1633 Core Nursing Skills Concepts II with a grade of "C" or better or Admission to the LPN/Paramedic to RN Option. Co-requisite: NURS 2122 Nursing Practicum I). This course covers the foundational requisites as student's transition in the role of the Associate Degree Nurse (ADN). This course builds on core knowledge and skills already attained and expands the student's knowledge through further exploration of evidence based practice using the nursing process, development of physical assessment skills, communication and professional role development. The program's philosophy, goals, and objectives provide the basis for the eclectic organizing framework and incorporates concepts of holism and human needs, nursing process, communications, growth and development, stress and adaptation, safety, and health/illness across the life span. A grade of "C" or better is required for passing. The course is offered online for students accepted into the Online RN program option. (Offered in summer only)

NURS 2122

Nursing Practicum I

2 Cr., (6 SWE)

(Prerequisite: NURS 1624 Core Nursing Concepts II; NURS 1633 Core Nursing Skills Concepts II with a

grade of "C" or better or Admission to the LPN/Paramedic to RN Transition Option. Co-requisite: NURS 2114 Nursing Process I). This course requires comprehension and application of the knowledge, skills, and behaviors acquired in NURS 2114 Nursing Process I. Curriculum concepts are incorporated as the

Student focuses on clinical application and client centered care for well clients or clients with uncomplicated health disorders. A grade of "C" or better is required for passing. (Offered in summer only)

NURS 2217 **Nursing Process II** **4 cr., (4 Lec)**
(Prerequisite: NURS 2114 Nursing Process I; NURS 2122 Nursing Practicum I with a grade of "C" or better; Co-requisite: NURS 2224 Nursing Practicum II) This course utilizes an integrated approach to further emphasize the registered nurse skills, knowledge, and behaviors. Evidenced based client centered care using the nursing process is stressed in assisting clients throughout the lifespan. Holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification are incorporated as the nurse assists clients to adapt. Nursing care of adult and geriatric clients with chronic health disorders and specific disorders related to children and women of childbearing age are covered. Disturbances in specific psychological disorders throughout the lifespan are explored. A grade of "C" or better is required for passing. . The course is offered online for students accepted into the Online RN program option. (Offered in fall only)

NURS 2224 **Nursing Practicum II** **4 Cr., (12 SWE)**
(Prerequisite: NURS 2114 Nursing Process I and NURS 2122 Nursing Practicum I with a grade of "C" or better; Co- requisite: NURS 2217 Nursing Process II) This clinical/laboratory course focuses on continued application of evidence based practice and proficiency of skills, knowledge, and behaviors of the Associate Degree Registered Nurse. Concepts learned in NURS 2217 Nursing Process II are stressed as students engage in clinical application of client centered care. A grade of "C" or better is required for passing. (Offered in fall only)

NURS 2317 **Nursing Process III** **4 cr., (4 Lec)**
(Prerequisite: NURS 2217 Nursing Process II and NURS 2224 Nursing Practicum II with a grade of "C" or better. Co-requisite: NURS 2324 Nursing Practicum III). This course continues to focus on evidenced based practices in assisting clients throughout their life span with acute and/or complex disorders. The nursing process continues to be the framework for providing client centered care. Concepts of health and human needs, growth and development, communications, environment, (safety, stress and adaptation), health/illness, and role (professionalism) are incorporated. Basic critical and emergency care, along with intervention, and acute and serious psychological disorders are discussed. This course also further explores legal, ethical, and social issues related to the practice of nursing. Concepts of leadership and management are incorporated. A grade of "C" or better is required for passing. . The course is offered online for students accepted into the Online RN program option. (Offered in spring only)

NURS 2324 **Nursing Practicum III** **4 Cr., (12 SWE)**
(Prerequisite: NURS 2217 Nursing Process II; NURS 2224 Nursing Practicum II with a grade of: "C" or better. Co-requisite: NURS 2317 Nursing Process III). This clinical practicum course continues to stress evidenced based practice and mastery of skills, knowledge and behaviors of the Registered Nurse. Students are engaged in clinical application of concepts covered in NURS 2317 Nursing Process III demonstrating progressive mastery and independence in caring for acutely ill clients. A grade of "C" or better is required for passing. (Offered in spring only)

PRACTICAL NURSING

All NAH program courses must be completed with a grade of "C" or better.

PNUR 1111 **Vocational Legal and Ethical Concepts** **1 Cr., (1 Lec.)**
Prerequisite: Acceptance into the practical Nursing program or by NAH Faculty permission; Co- requisite: PNUR 1138 Fund Nursing Concepts & Skills I). This course covers study skills, nursing history and development, legal and ethical issues, employment skills, management in long term care, and delegation concepts. A grade of "C" or better is required for passing.

PNUR 1138 **Fundamental Nursing Concepts and Skills I** **8 Cr., (5 Lec. 9 Lab.)**
(Prerequisites: Program acceptance; successful completion of the Health Science Pathway Curriculum: ENGL 1113 Fundamentals of Writing, MATH 1023 Intermediate Algebra and READ 1213 Developmental Reading with a grade of "C" or better; Co-requisite: PNUR 1111 Vocational Legal & Ethical Concepts) This course focuses on the fundamental principles necessary to perform nursing care. Theory content include the origin and history of nursing, a multidisciplinary approach to nursing, the healthcare delivery system,

communication techniques and skills for the practical nurse, introductory medical terminology, abbreviations, introduction of microbiology concepts and principles, infection control techniques, specimen collection, death and dying, and transition to practical nursing. Basic nutrition concepts across the lifespan are covered with social and transcultural implications, therapeutic modalities and dietary practices. Laboratory includes review of CNA technical skills including use of the computer. Skills will be performed while caring for clients in the long-term care setting. A grade of "C" or better is required for passing.

PNUR 1161 Nursing Care of the Geriatric Client 1 Cr., (1 Lec.)

(Prerequisite: Acceptance into the Practical Nursing program or by NAH Faculty permission; Co-requisite: PNUR 1245 Fundamentals of Nursing Concept & Skills II & PNUR 1211 Pharmacology Concepts & Apps) This course is designed to introduce the physiological, psychosocial, and cultural aspects of the aging process. The course includes the study of various disorders, special needs, and residential choices of the elderly client. A grade of "C" or better is required for passing.

PNUR 1211 Pharmacology Concepts & Applications 1 Cr., (1 Lec.)

(Prerequisites: Acceptance into the Practical Nursing program or by NAH Faculty permission (Co-requisites: PNUR 1245 Fundamental Nursing Concepts and Skills II & PNUR 1161 Nursing Care Geriatric Client). This course introduces medication administration. Theory content includes preparation and methods, safety, classifications, and principles of medication administration including IV therapy. Pharmacology math will be reviewed. Concurrent laboratory skills and clinical skills will include error-free safe medication administration and error-free documentation of each method. A grade of "C" or better is required for passing.

PNUR 1232 Nursing Care of Mothers and Infants 2 Cr., (1 Lec. 3 SWE)

(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II; PNUR 1211 Pharmacology Concepts, Intervention, Applications; Co-requisite: PNUR 1242 Nursing Care of Children; PNUR 1317 Medical Surgical Nursing I/or PNUR 1417 Med Surgical Nursing Clinic II). Components of maternal/child nursing include a review of anatomy and physiology of the reproductive systems. Topics covered are prenatal care, labor and delivery, postpartum care, family planning, and care of the neonate. Nutritional concerns and medications administered during pregnancy are included. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

PNUR 1242 Nursing Care of Children 2 Cr., (1 Lec. 3 SWE)

(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II; PNUR 1212 Pharmacology Concepts; Intervention, Applications; Co-requisite: PNUR 1232 Nursing Care of Mothers& Infants; PNUR 1317 Medical Surgical Nursing Clinical I /or PNUR 1417 Medical Surgical Nursing & Clinical II). Nursing Care of Children explores growth and development and nursing care of children of all ages. Content covers disease processes, disorders common to infants, toddlers, preschoolers, school-aged children, adolescents, and young adults. Nutrition and pharmacology associated with various conditions are integrated. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

PNUR 1245 Fundamental Nursing Concepts and Skills II 5 Cr., (4 Lec. 3 SWE)

(Prerequisites: PNUR 1138 Fundamental Nursing Concepts and Skills I with a grade of "C" or better ; PNUR 1111 Vocational Legal Ethical Concepts; with a grade of "C" or better; Co-requisite: PNUR 1211 Pharmacology Concept & PNUR 1161 Nursing Care of Geriatric). This course focuses on concept and skill integration for the practical nurse. The student is introduced to the relationships of basic human needs, health and wellness, rehab and preventative healthcare. Theory related to stress and adaptation during illness, problem solving and critical thinking skills are covered. An introduction to the nursing process, data collection, documentation, implementation, and evaluation of care are covered along with community responses to health maintenance and illness. Procedures for admission, transfer, and discharge as well as emergency preparedness and basic health assessment are covered. Laboratory includes surgical sepsis, wound care, assessment and documentation while performing care for clients in the long-term care setting. A grade of "C" or better is required for passing.

PNUR 1317 Medical Surgical Nursing & Clinical I 7 Cr., (4 Lec. 9 SWE)

(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 Pharmacology Concepts, Intervention, Applications with a grade of "C" or better, and by NAH faculty permission.) Medical Surgical Nursing provides a nursing process approach to disorders affecting the digestive, respiratory, musculoskeletal, hematopoietic, lymphatic, and sensory body systems. Etiologies, diagnostics, sign, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Students participate in the actual nursing care of assigned clients. Emphasis is placed on professionalism, communication, and nursing skills. Clinical experience in management in the long-term care setting including delegation, in addition to care of medical surgical, geriatric, and mentally ill clients will be provided. A grade of "C" or better is required for passing.

PNUR 1321 **Nursing Care of the Mentally Ill** **1 Cr., (1 Lec.)**
 (Prerequisite: By NAH Faculty permission; Co-requisite: PNUR 1138 Fund Concepts & Skills or PNUR 1317 Medical Surgical Nursing & Clinical I). This course introduces basic concepts of mental health and nursing care of the mentally ill. Defense mechanisms, mental disorders, and substance abuse are discussed. Resources and rehabilitation are stressed. A grade of "C" or better is required for passing.

PNUR 1417 **Medical and Surgical Nursing & Clinical II** **7 Cr., (4 Lec. 9 SWE)**
 (Prerequisite: PNUR 1245 Fundamental Nursing Concepts II with a grade of "C" or better; PNUR 1211 Pharm Concepts & Applications: /or by NAH Faculty permission). This course continues with a nursing process approach to disorders affecting the neuro-cardiovascular, endocrine, and genitourinary systems. Etiologies, diagnostics, signs, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Clinical experiences will include care of medical surgical, geriatric, and mentally ill clients. A grade of "C" or better is required for passing.

PHILOSOPHY

PHIL 2313 **History of Philosophy** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course covers the development of western philosophy from the pre-Socratics through the modern period, i.e., from 600 B.C. to 1825 A.D. Includes great philosophers such as Plato, Aristotle, Descartes, and Kant. (Offered in fall and spring only)

PHIL 2323 **Ethics** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This course is a critical examination of several theories of morality including utilitarianism, existentialism, and Kantianism and the viewing of particular moral problems in the light of each theory. This discussion forum enables the learner to develop or redefine his or her own moral theory and acquire practice in its application. (Offered in fall and spring only)

PHIL 2333 **Introduction to Philosophy** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is an introduction to the major questions raised and theories asserted by philosophy on human nature and destiny, society, and the universe, specifically in areas of ontology, epistemology, metaphysics, and ethics. Students will become familiar with the specialized knowledge, skills, and attitudes needed to engage in philosophical discourse and apply these understandings to their lives. ACTS Equivalent Course Number = PHIL1103 (Offered in fall and spring only)

PHYSICS

PHYS 1404 **Physical Science** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: None) This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology and meteorology. Course satisfies general science requirement. ACTS Equivalent Course Number = PHSC1004 (Offered in fall and spring only)

PHYS 2214 **Physics for Allied Health Professions** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisites: MATH 1233 Technical Mathematics or MATH 1333 College Algebra with a grade of "C" or better, BIOL 2464 with a grade of "C" or better, BIOL 2226 Anatomy and Physiology for Health Professions with a grade of "C" or better, BIOL 2232 Anatomy and Physiology Lab for Health Professions with a grade of "C" or better or by NAH faculty permission.) This introductory lecture/laboratory course covers those principles of physics central to an understanding of the human body and medicine. Basic mechanics, the physics of gases, and fluid dynamics will be related to the process of ventilation as well as gas transport and exchange. Additional topics from electricity, heat, and sound, as well as chemistry and mathematics, will be covered and as to how they relate to medical care. Laboratory instruction is designed to reinforce concepts from lecture and provide application of theory to procedures and the use of equipment in clinical practice. A grade of "C" or better is required for passing. (Offered in fall only)

PHYS 2414 **General Physics I** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: MATH 1333 College Algebra with a grade of "C" or better, high school physics, or departmental consent) This lecture-laboratory covers the basic principles of classical mechanics and thermodynamics. Topics covered include displacement, velocity, acceleration, projectile motion, force, work and energy, momentum and collisions, rotational motion, torque, pressure, and buoyancy. Newton's laws of motion and gravity are discussed. Also, temperature, thermal expansion, kinetic theory of gases, heat, phase changes, the second law of thermodynamics, and entropy are studied. The laboratory portion of the course is designed to reinforce concepts from lecture. ACTS Equivalent Course Number = PHYS2014 (Offered in the spring only)

PHYS 2424 **General Physics II** **4 Cr., (3 Lec. 2 Lab.)**
 (Prerequisite: PHYS 2414 General Physics I with a grade of "C" or better or departmental consent) This lecture-laboratory course is a continuation of PHYS 2414 General Physics I. Topics covered include simple harmonic motion, waves, sound, static and current electricity, simple circuits, magnetism, electromagnetic induction, light, geometric optics (reflection, refraction, lenses, mirrors) and wave optics (diffraction, interference). Given sufficient time and interest, selected topics from modern physics will be addressed. The laboratory portion of the course is designed to reinforce concepts from lecture. ACTS Equivalent Course Number = PHYS2024 (Offered in spring only.)

POLITICAL SCIENCE

POLI 2313 **American Government** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is the study of the development of the national government, including relationships among federal, state, and local governments. ACTS Equivalent Course Number =PLSC2003 (Offered in fall, spring and summer)

POLI 2323 **State and Local Governments** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course is the study of the state government systems in the United States. ACTS Equivalent Course Number = PLSC2103 (Offered in fall and spring only)

PSYCHOLOGY

PSYC 2303 **General Psychology** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This course is the study focuses on the human experience within the physical and social environment. Topics include application of the scientific method, the relationship between brain and behavior, social and personality development, motivation, emotion, social cognition and interaction, consciousness, and maladaptive behavior. Course required of psychology as well as social science majors and minors. ACTS Equivalent Course Number = PSYC1103 (Offered in fall and spring only)

PSYC 2313 **Abnormal Psychology** **3 Cr., (3 Lec.)**
 Prerequisites: PSYC 2303 General Psychology. This class will include the study of childhood and adult disorders with a focus on the diathesis-stress paradigm as outlined by the Diagnostic and Statistical Manual (DSM-5). The topical questions of sociopathic and psychopathic behavior, genetic vulnerability to certain conditions, treatment, and medications will be discussed. (Offered in fall and spring only)

PSYC 2323 **Developmental Psychology** **3 Cr., (3 Lec.)**
 (Prerequisite: An ACT Reading Score of 19 or **COMPASS** Reading Score of 83 or a grade of "C" or better in READ 1213 Development Reading) This course is the study an introduction to the study of social, biological, cognitive, emotional, and moral aspects of human development from conception to death. Course required of psychology, as well as social science, majors and minors. ACTS Equivalent Course Number = PSYC2103 (Offered in fall and spring only)

QUALITY MANAGEMENT

QUAL 1113 **Introduction to Quality Management/Improvement** **3 Cr., (3 Lec.)**
 (Prerequisites: Introduction to Computers with a "C" or better and Development Reading with a "C" or better or a Reading **COMPASS** score of 83 or better) This course is a study of contemporary techniques aimed at continuous quality improvement, otherwise known as Total Quality Management (TQM). It addresses the commitment of management and the organization as a whole to the cultural changes necessary to implement quality improvements throughout the organization. Topics include quality organization, Just-In-Time scheduling techniques, inventory management, integration of functional areas, team building, management principles, quality costs, and other associated interactive facets of Total Quality Management.

QUAL 1213 **Statistical Process Control** **3 Cr., (3 Lec.)**
 (Prerequisite: MATH 2373 Introduction to Statistics) This is a methods course in the application of statistical process control (SPC) techniques in the processes of manufacturing, product development, and services and sales situations. Topics include an introduction to preventive quality control, a step- by-step process for productivity improvement, data collection, methods of sampling, the concept of variability, statistical problem-solving tools, XR charts, median and individual charts, attributes charts, calculation and interpretation of charts, and continuing improvement strategies.

QUAL 1243 **World Class Manufacturing** **3 Cr., (3 Lec.)**
 (Prerequisite: None) This course discusses the concept of achieving world-class status in a business or manufacturing operation. The new procedures and systems necessary to reach this goal which are intended to recast relationships among suppliers, purchasers, producers, and customers will be examined. The bases of world class operations including total quality control, Just-In-Time scheduling techniques,

QUAL 1313	Quality Team Leadership and Facilitation	3 Cr., (3 Lec.)
(Prerequisite: QUAL 1113 Introduction to Quality Management/Improvement) This course is a study of the tools and techniques utilized by an effective quality team leader or facilitator. Topics include observation skills, intervention skills, meeting effectiveness, problem solving techniques including defining the problem, determining the causes, deciding on solutions, delivering recommendations and implementation.		

QUAL 1413	Quality Seminar	3 Cr., (3 Lec.)
(Prerequisite: QUAL 1113 Introduction to Quality Management/Improvement) This course provides the opportunity for a wide range of topics related to quality management and improvement. Specific seminar topics, such as ISO 9000 and process management, are announced in advance of course enrollment.		

RADI 1103 Introduction to Radiologic Technology 3 Cr., (2 Lec. 2 Lab.)
(Prerequisite: Acceptance into the program; and by NAH faculty permission: Co-requisite: RADI-1173 Radiographic Procedures I; RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I) This course is designed to provide a broad overview of the radiologic sciences. Course includes discussion of department and hospital organization, professional ethics, medicolegal considerations, patient care, basic radiation protection, infection control, and basic radiographic equipment and procedures. A grade of "C" or better is required for passing.

RADI 1223	Radiographic Practicum I	3 Cr., (16 SWE)
<p>(Prerequisite: Acceptance into the program; Co-requisites: RADI 1103 Introduction to Radiologic Technology, RADI 1173 Radiographic Procedures I; RADI 1323 Radiographic Exposure I) This course provides the necessary exposure to the practice of radiography in clinical setting. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic radiographic procedures such as chest, abdomen, and extremities under the direct supervision of a registered technologist. A grade of "C" or better is required for passing.</p>		

RADI 1233	Radiographic Physics	3 Cr., (3 Lec.)
<p>(Prerequisite: RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I all with a grade of "C" or better and Co- requisite: RADI 1243 Radiographic Procedures II; RADI 1333 Radiographic Practicum II; RADI 1423 Radiographic Exposure II). Basic concepts of radiation physics are presented. Fundamentals of x-ray generating equipment as well as x-ray production, beam characteristics, units of measurement, and how x-rays interact with matter are explored. A grade of "C" or better is required for passing.</p>		

RADI 1243 Radiographic Procedures II 3 Cr., (2 Lec. 2 Lab.)
(Prerequisite: RADI 1173 Radiographic Procedures I RADI 1103 Introduction to Radiologic Technology; RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I all with a grade of "C" or better and Co-requisite: RADI 1233 Radiographic Physics; RADI 1333 Radiographic Practicum II; RADI 1423 Radiographic Exposure II) This course is a continuation of RADI 1173 Radiographic Procedures I. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system. A grade of "C" or better is required for passing.

- RADI 1323 Radiographic Exposure I 3 Cr., (2 Lec. 2 Lab.)**
(Prerequisite: Acceptance into the program and by NAH faculty permission. Co-requisite: RADI 1103 Intro to Radiologic Technology, RADI 1173 Radiographic Procedures I, RADI 1223 Radiographic Practicum I) This course introduces factors influencing and controlling the quality of the radiographic image. It includes the study of the construction of imaging receptors, screens and conversion of the latent image. Knowledge of the automatic film processor, and digital processor as well as silver reclamation is addressed. The causes and methods of eliminating artifacts for film/screen and digital imaging are also learned. A grade of "C" or better is required for passing.
- RADI 1333 Radiographic Practicum II 3 Cr., (16 SWE)**
(Prerequisite: RADI 1223 Radiographic Practicum I; RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1323 Radiographic Exposure I; all with a grade of "C" or better: Co- requisite RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II, RADI 1423 Radiographic Exposures II) This course is a continuation of RADI 1223 Radiographic Practicum I. The student will continue to perform routine radiographic procedures with the direct supervision of a registered technologist. Rotation will be made between the hospital and clinics as determined by the instructor. A grade of "C" or better is required for passing.
- RADI 1343 Radiographic Procedures III 3 Cr., (2 Lec. 2 Lab.)**
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of 'C; or better: Co-requisite: RADI 1444 Radiographic Practicum IV, RADI 1442 Imaging Equipment, & RADI 2233 Radiographic Pathology) A continuation of RADI 1243 Radiographic Procedures II. This course will begin to introduce students to more specialized examinations in diagnostic radiology which include pediatric, geriatric, trauma/modified imaging procedures for situations that are less than ideal. A discussion of contrast media used in other special procedures, such as myelography, arthrography, tomography, and hysterosalpingography. A grade of "C" or better is required for passing.
- RADI 1353 Radiation Biology 3 Cr., (3 Lec.)**
(Prerequisite: RADI 1343 Radiographic Procedures III; RADI 1444 Practicum IV; RADI 1442 Imaging Equipment ; RADI 2233 Radiographic Pathology: all with a grade of "C" or better or by NAH Faculty permission: Co-requisite: RADI 2222 Radiographic Evaluation, RADI 2442 Radiographic TQM, RADI 2445 Radiographic Practicum V) This course provides an overview of the principles of the interaction of radiation and biological systems. The effects of radiation and biological systems will be discussed. The effects of radiation on biological molecules and organisms and factors affecting biological response are discussed. This course also provides an overview of the principles of radiation protection and the responsibilities of the radiographer. Regulatory agencies will be identified and agency involvement discussed. A grade of "C" or better is required for passing.
- RADI 1423 Radiographic Exposure II 3 Cr., (2 Lec. 2 Lab.)**
(Prerequisite: RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I all with a grade of "C" or better. Co- requisite: RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II, RADI 1333 Radiographic Practicum II). This course is a continuation of RADI 1323 Radiographic Exposure I. This course includes a study of radiographic detail, distortion, exposure systems, standardization of exposure and image consistency as well as basic quality assurance and multiple technique selection. Consideration for technique chart construction is also addressed. A grade of "C" or better is required for passing.
- RADI 1434 Radiographic Practicum III 4 Cr., (20 SWE)**
(Prerequisite: RADI 1333 Radiographic Practicum II RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II; RADI 1423 Radiographic Exposure II: all with a grade of "C" or better: and by NAH faculty permission: Co-requisite: None). This course is a continuation of RADI 1333 Radiographic Practicum I. Course provides the student with the necessary skills and experience needed in the actual practice of radiography. Students should begin to perform the most basic procedures under both direct and indirect supervision. Rotation will be made between hospitals and clinical sites as determined by the instructor. A grade of "C" or better is required for passing.
- RADI 1442 Imaging Equipment 2 Cr., (2 Lec.)**
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of "C" or better or by NAH faculty permission; Co-requisite: RADI 1343 Radiographic Procedures III, RADI 1444 Radiographic Practicum IV, RADI 2233 Radiographic Pathology). This course addresses advanced imaging systems with an emphasis on image intensification fluoroscopy and computed tomography. The students will also be introduced to basic cross sectional anatomy. A grade of "C" or better is required for passing.

RADI 1444 Radiographic Practicum IV 4 Cr., (24 SWE)
 (Prerequisite: RADI 1434 Radiographic Practicum III with a grade of "C" or better; and by NAH faculty permission; Co-requisite: RADI 1343 Radiographic Procedures III, RADI 1442 Imaging Equipment, RADI 2233 Radiographic Pathology) This course is the fourth in a series of courses that provide the student with the necessary clinical education to be successful in the actual practice of radiography. The student will continue to perform basic radiographic procedures under both direct and indirect supervision based on the individual student competency level. Rotation will continue through the varied clinical sites. A grade of "C" or better is required for passing.

RADI 2222 Radiographic Evaluation 2 Cr., (2 Lec.)
 (Prerequisite: RADI 1444 Practicum IV; RADI 1442 Imaging Equipment; RADI 2233 Radiographic Pathology; RADI 1343 Radiographic Procedures III with a grade of "C" or better; and by NAH faculty permission. Co-requisite: RADI 2442 Radiographic TQM, RADI 1353 Radiation Biology, RADI 2445 Radiographic Practicum V) This course focuses on analysis of radiographic images and quality that include positioning, technique, and radiation protection practices. A grade of "C" or better is required for passing.

RADI 2233 Radiographic Pathology 3 Cr., (3 Lec.)
 (Prerequisite: RADI 1434 Radiographic Practicum III with a grade of "C" or better, and by NAH Faculty permission. Co- requisite: RADI 1343 Radiographic Procedures III; RADI 1444 Radiographic Practicum IV; RADI 1442 Imaging Equipment). This course introduces the nature of disease and the structural and functional changes produced. Presentations will be made on a variety of diseases and their related pathology as it relates to radiographic procedures. A grade of "C" or better is required for passing.

RADI 2442 Radiographic Total Quality Management 2 Cr., (1 Lec. 2 Lab.)
 (Prerequisite: RADI 1343 Radiographic Procedures III; RADI 1444 Practicum IV; RADI 1442 Imaging Equipment ; RADI 2233 Radiographic Pathology; and by NAH faculty permission; Co-requisite: RADI 2222 Radiographic Evaluation, RADI 1353 Radiation Biology, RADI 2445 Radiographic Practicum V) This course is a study of the principles and practices of radiologic quality control with an emphasis on image assessment and radiographic film evaluation. A grade of "C" or better is required for passing.

RADI 2445 Radiographic Practicum V 5 Cr., (24 SWE)
 (Prerequisite: RADI 1444 Radiographic Practicum IV; RADI 1343 Radiographic Procedures III; RADI 1442 Imaging Equipment ; RADI 2233 Radiographic Pathology; all with a grade of "C" or better and by NAH faculty permission; Co-requisite: RADI 2442 Radiographic TQM, RADI 2222 Radiographic Evaluation,; RADI 1353 Radiation Biology) The course provides a continuation of supervised clinical experiences in the procedures and skills needed in the actual practice of radiography. Advanced clinical rotations, responsibilities, and expectations are designated. A grade of "C" or better is required for passing.

RADI 2454 Radiographic Practicum VI 4 Cr., (20 SWE)
 (Prerequisite: RADI 1353 Radiation Biology; RADI 2442 Radiographic TQM; RADI 2445 Radiographic Practicum V and RADI 2222 Radiographic Evaluation all with a grade of "C" or better and by NAH faculty permission; Co-requisite: None). Clinical Practicum is the last course in a series that prepares students for the practice of radiography. This course requires a final demonstration of entry-level skills. A seminar will be held once a week to help prepare the student for registry exam success as well as to enhance the employability of the student. A grade of "C" or better is required for passing.

RADI 2956 Radiography Technology Program 56 SCH Completion & Registration
 (Prerequisites: (1) Completion of the prescribed 23 hours of general education courses at Southeast Arkansas College; (2) Receipt of an official Radiography Technology program completion document and proof of JRCERT accreditation from the hospital, school, or agency awarding the diploma; (3) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists.

READING

READ 1213 Developmental Reading 3 Cr., (3 Lec.)
 (Prerequisite: Placement of an ACT score 11-18 or a **COMPASS** score 45-82.)The course emphasizes and provides reading instruction in vocabulary development through the implementation of word-attack skills, context clues, and the utilization of the dictionary. Various levels and kinds of comprehension are stressed, and techniques are also provided for training in surveying, skimming, and scanning. (Offered in fall, spring, and summer)

READ 1213 MOD Developmental Reading 3 Cr., (3 Lec.)
 (Prerequisite: Placement of an ACT score Reading 11-18, Writing 12-14 or a **COMPASS** score Reading 45-82 Writing 10-45.) This is a 16- week course that allows students to work in a computer lab setting to

complete the requirements for Developmental Reading. The industrious student may work additional modules and gain the ability to test out of Developmental Reading. A grade of "C" or better is required. (Offered in fall and spring only)

READ 1393 IRW Integrated Developmental Reading and Writing 3 Cr., (3 Lec.)
(Prerequisite: Placement of an ACT score 11-18 or a **COMPASS** score Reading 45-82 Writing 10-45.) This 16-week course integrates both reading and writing skills. The purpose is to allow developmental students the ability to enhance their reading, vocabulary, and writing skills as they learn to write a well-developed essay based on the readings. A grade of "C" or better is required. (Offered in fall and spring only)

RESPIRATORY CARE

All NAH program courses must be competed with a grade of "C" or better.

RESP 1225 Basic Assessment and Diagnostics 5 Cr., (3 Lec. 4 Lab.)
(Prerequisite: Acceptance into the Respiratory Care; or by NAH faculty permission. Co-requisite: RESP 1335 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology; RESP 2402 Cardiopulmonary Anatomy & Physiology I) This course is designed to integrate the theory and application of physical assessment and diagnostic testing. Topics covered will include in depth history taking, physical examination techniques, cardio-pulmonary assessment, clinical decision making, communications and documentation. Understanding and interpretation of ABG's, chest X- Ray and lab values will be addressed. Foundations of respiratory care will also be covered in this class. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 1335 Pulmonary Diseases I 3 Cr., (2 Lec. 2 Lab.)
(Prerequisite: RESP 1225 Basic Assessment & Diagnostics; RESP 1335 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology and RESP 2402 Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better, or by NAH faculty permission. Co-requisite: RESP 1442 Clinical Practicum I; RESP 2245 Equipment & Techniques II; RESP 2512 Cardio-Pulmonary Anatomy and Physiology II) This course is designed to integrate the theory of cardiopulmonary diseases with patient assessment and management. The common pulmonary diseases, patient treatment, use of protocols, and rehabilitation will be addressed. A grade of "C" or better is required for passing. (Offered in spring only)

RESP 1335 Equipment and Techniques I 5 Cr., (3 Lec. 4 Lab.)
(Prerequisite: Acceptance into the Respiratory Care; or by NAH faculty permission. Co-requisite: RESP 1225 Basic Assessment and Diagnostics; RESP 1423 Respiratory Pharmacology; RESP 2402 Cardiopulmonary Anatomy & Physiology I.) This course is designed to integrate the theory and application of basic respiratory care procedures and equipment. It will also enable the student to safely and competently administer therapy to patients requiring respiratory care in a professional manner. The information gained in this course will provide a foundation, which is essential for the more advanced levels of respiratory care. Topics covered will include therapeutic gas delivery, humidity and aerosol systems, high and low-flow oxygen systems, Oxygen analysis, hyperinflation therapies and infection control. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 1423 Respiratory Pharmacology 3 Cr., (3 Lec.)
(Prerequisite: Acceptance into the program; or by NAH faculty permission, Co-requisite: RESP 1225 Basic Assessment and Diagnostics; RESP 1335 Equipment & Techniques I.) This course is designed to focus attention on the many drugs used in treating respiratory diseases, their pharmacodynamics and pharmacokinetics. Classes of drugs covered include bronchodilators, anti-inflammatory, mucolytics/proteolytics, sedatives and diuretics and some common cardiac drugs used in resuscitation. A grade of "C" or better is required for passing. (Only offered in the fall).

RESP 1442 Clinical Practicum I 2 Cr., (16 SWE)
(Prerequisite: RESP 1225 Basic Assessment and Diagnostics; RESP 1335 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology; and RESP 2402 Cardiopulmonary Anatomy & Physiology I with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 1243 Pulmonary Diseases I; RESP 2245 Equipment and Techniques II; RESP 2512 Cardio-Pulmonary Anatomy and Physiology II). This course provides the necessary exposure to the practice of basic respiratory care for noncritical patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic respiratory care modalities such as CPT, updraft, and basic assessment under the direct supervision of licensed respiratory care practitioners (LRCP). A grade of "C" or better is required for passing. (Offered in the spring only)

RESP 2214 Respiratory Care Sciences 4 Cr., (4Lec.)
(Prerequisites: MATH 1233 Technical Math; or MATH 1333 College Algebra; or by NAH faculty permission. This course is designed to build a solid understanding of the foundational concepts of chemistry,

RESP 2242	Pulmonary Diseases II	2 Cr., (2 Lec.)
(Prerequisite: RESP 2354 Equipment & Techniques III; RESP 2451 Clinical Practicum II with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2312 Advanced Pharmacology; RESP 2343 Neonatal & Pediatrics; RESP 2365 Critical Care; RESP 2462 Clinical Practicum III.) This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I. A grade of "C" or better is required for passing. (Offered in fall only)		

(Prerequisite: RESP 2354 Equipment & Techniques III; RESP 2451 Clinical Practicum II with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2312 Advanced Pharmacology; RESP 2343 Neonatal & Pediatrics; RESP 2365 Critical Care; RESP 2462 Clinical Practicum III.) This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 2245	Equipment and Techniques II	5 Cr., (3 Lec. 4 Lab.)
<p>(Prerequisite: RESP 1225 Basic Assessment and Diagnostics; RESP 1335 Equipment and Techniques I; RESP 1423 Respiratory Pharmacology; RESP 2402 Cardio-Pulmonary Anatomy and Physiology I; all with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 1243 Pulmonary Disease I; RESP 1442 Clinical Practicum I; RESP 2512 Cardio-Pulmonary Anatomy and Physiology II.) This course is a continuation of RESP 1335 Equipment and Techniques I and covers more advanced equipment and techniques. This course is designed to integrate the theory and application of ventilator management. Topics covered include physiology of mechanical ventilation, ventilator classification, cycling mechanisms, flow pattern and waveforms, indication, initiation, and weaning of mechanical ventilation, effects and complications of mechanical ventilation, patient management and stabilization, PEEP/CPAP, and noninvasive ventilation. A grade of "C" or better is required for passing. (Only offered in the spring)</p>		

(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment & Techniques III with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2243 Neonatal & Pediatrics; RESP 2365 Critical Care; RESP 2462 Clinical Practicum III; RESP 2242 Pulmonary Diseases II) This course is designed to focus attention on selected drugs used to treat both respiratory and non-respiratory disorders. Classes of drugs covered include sedatives, diuretics, antibiotics, etc. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 2343	Neonatal & Pediatrics	3 Cr., (2 Lec, 2 Lab.)
<p>(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment & Techniques III with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2242 Pulmonary Disease II; RESP 2312 Advanced Pharmacology; RESP 2365 Critical Care; RESP 2462 Clinical Practicum III.) This course is designed to integrate theory and clinical simulation instruction for the practice of respiratory care in the neonatal, infant, and pediatric populations. The student will focus on the physiologic basic assessment, initiating, monitoring and managing oxygen therapy, aerosol therapy, CPAP and mechanical ventilation in the neonatal pediatric population. A grade of "C" or better is required for passing. (Offered in fall only)</p>		

(Prerequisite: Health care provider CPR, American Heart Association; RESP 2242 Pulmonary Disease II; RESP 2312 Advanced Pharmacology; RESP 2343 Neonatal & Pediatrics; RESP 2365 Critical Care; RESP 2462 Clinical Practicum III; all with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2502 Professional Development; RESP 2473 Clinical Practicum IV.) This course will cover the advanced life support and stabilization courses for neonate, infant/pediatric, and adult patients along with the application of cardiopulmonary care in alternate sites. Students will receive certification in the Newborn Resuscitation Program (NRP), Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS). PALS and ACLS certification is through the American Heart Association; NRP certification is through the American Heart Association in cooperation with the American Academy of Pediatrics. A grade of "C" or better is required for passing. (Offered in spring only)

RESP 2354 Equipment and Techniques III 4 Cr., (2 Lec. 4 Lab.)
(Prerequisite RESP 1243 Pulmonary Diseases with a grade of "C" or better; RESP 1442 Clinical Practicum I with a grade of "C" or better; RESP 2245 Equipment and Techniques II with a grade of "C" or better; Co-requisite: RESP 2451 Clinical Practicum II or by NAH faculty permission) This course is a continuation of RESP 2245 Equipment and Techniques II and covers more advanced equipment and techniques. Topics include artificial airways, Intubation, and a continuation of equipment and theory's not previously covered. A grade of "C" or better is required for passing. (Offered in summer only)

(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment & Technique III; with a grade of "C" or better or acceptance into the CRT to RRT Program or by NAH faculty permission. Co-requisite: RESP 2242 **Pulmonary** Disease II; RESP 2312 Advanced Pharmacology; RESP 2343 Neonatal &

Pediatrics; RESP 2462 Clinical Practicum III.) This course is designed to enable the respiratory therapy student to integrate all the information learned in the program. This course will focus on dealing with all aspects of advanced respiratory care especially in the intensive care patient. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 2402 Cardio-Pulmonary Anatomy and Physiology I 2 Cr., (2 Lec.)
(Prerequisite: Acceptance into the Respiratory Care; BIOL 2454 Human Anatomy & Physiology I; BIOL 2464 Human Anatomy & Physiology II or BIOL 2226/2232 Anatomy & Physiology for Health Professions Lecture and Lab or by NAH faculty permission. Co-requisite: RESP 1225 Basic Assessment and Diagnostics; RESP 1335 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology) this course is designed to integrate the theory of cardio-respiratory anatomy and physiology with assessment and care of the patient with cardio- respiratory disease. Topics include the respiratory system in adults, mechanics of ventilation, work of breathing, gas exchange and transport, functional anatomy of the heart and vascular system, ventilation-perfusion relationships and control of ventilation. A grade of "C" or better is required for passing. (Offered in fall only)

RESP 2451 Clinical Practicum II 1 Cr., (16 SWE)
(Prerequisite: RESP 2245 Equipment and Techniques II; RESP 1243 Pulmonary Diseases; RESP 1442 Clinical Practicum I; with a grade of "C" or better. Co-requisite: RESP 2354 Equipment and Techniques III). This course will concentrate on mechanically ventilated, intensive care patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of "C" or better is required for passing. (Only offered in the summer).

RESP 2462 Clinical Practicum III 2 Cr., (16 SWE)
(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment, Techniques III; all with a grade of "C" or better. Co-requisite: RESP 2343 Neonatal & Pediatrics; RESP 2364 Critical Care or by NAH faculty permission). This course will concentrate on neonatal/pediatric patients and on the critically ill patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of "C" or better is required for passing. (Only offered in the fall).

RESP 2473 Clinical Practicum IV 3 Cr., (24 SWE)
(Prerequisite: RESP 2343 Neonatal & Pediatrics; RESP 2364 Critical Care; RESP 2462 Clinical Practicum III all with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2502 Professional Development; RESP 2353 Advanced Cardio-Pulmonary Care.) This course will concentrate on critical patients and patients being treated with mechanical ventilation. Students will also be exposed to alternate sites for patient care (physicians' office, home care, pulmonary function labs, etc.). Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks and provide appropriate respiratory care modalities to patients, as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of "C" or better is required for passing. (Individualized clinical rotations will be arranged for CRT- RRT students). (Only offered in the spring).

RESP 2502 Professional Development 2 Cr., (4 Lab.)
(Prerequisites: RESP 2242 Pulmonary Disease II; RESP 2312 Advanced Pharmacology; RESP 2343 Neonatal & Pediatrics; RESP 2365 Critical Care; RESP 2462 Clinical Practicum II all with a grade of "C" or better. Co-requisites: RESP 2353 Advanced Cardiopulmonary Care; RESP 2473 Clinical Practicum IV or by NAH faculty permission.) This course is designed to prepare the student to interact with prospective employers in a professional manner to facilitate successful employment as a respiratory therapist in a variety of practice settings. Course content will prepare the student for the NBRC self- assessment evaluation exam and also for the NBRC therapist multiple choice examination process by applying critical thinking skills. A grade of "C" or better is required for passing. (Offered in spring only)

RESP 2512 Cardio-Pulmonary Anatomy and Physiology II 2 Cr. Hr. (2 Lec.)
(Prerequisite: RESP 1225 Basic Assessment & Diagnostics; RESP 1335 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology and RESP 2402 Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better or by NAH faculty permission Co-requisite: RESP 1243 Pulmonary Diseases I; RESP 1442 Clinical Practicum I; RESP 2245 Equipment & Techniques II.) This course is a continuation of RESP Cardio-Pulmonary Anatomy and Physiology I, it is designed to continue to integrate the theory of

RESP 2930	Respiratory Program Completion	30 SCH
<p>(Prerequisites: (1) Graduation from an accredited respiratory entry-level program, and; (2) Proof of CRT credential with the National Board for Respiratory Care (NBRC).) A course designation which will be used as the mechanism for recording program course credit for a graduate of a CoARC accredited respiratory care program who also holds the CRT credential granted by the NBRC. (Offered in fall, spring and summer)</p>		

SOCI 2313	Introduction to Sociology	3 Cr., (3 Lec.)
(Prerequisite: None) This course introduces theories and methods used to analyze society. Topics include culture, norms, status, roles, groups, associations, social institutions, communities and societies. Course required of sociology, as well as, social science majors and minors. ACTS Equivalent Course Number = SOCI1013 (Offered in fall, spring and summer)		

SPEE 2393	Oral Communication for Public Address	3 Cr., (3 Lec.)
<p>(Prerequisite: None) This course is designed to help the student effectively deliver an oral presentation to an adult audience; listen to and critique objectively the oral presentations of others; know effective organization practices and procedures for a variety of group settings; and recognize and use effective oral language as a tool of sound reasoning. Student performance is emphasized along with lecture, discussion, and exercises. Students will learn through reading, discussing, listening, presenting speeches, and participating in activities. ACTS Equivalent Course Number = SPCH1003 (Offered in fall, spring and summer)</p>		

All NAH program courses must be completed with a grade of “C” or better.

SURG 1528	Surgical Technology Procedures	8 Cr., (8 Lec.)
<p>(Prerequisites: Acceptance into the program: BIOL 2464 Human Anatomy and Physiology II with a grade of "C" or better, or BIOL 2226 Anatomy and Physiology for Health Professions; BIOL 2232 Anatomy and Physiology Lab for Health Professions; with a grade of "C" or better; Co-requisites: BIOL 2474 Microbiology; SURG 1536 Surgical Technology Practicum I) This course introduces students to principles, procedures, and techniques of surgical procedures with emphasis on surgical asepsis. Concepts from the basic and related sciences are incorporated, including medical terminology and pharmacology. A grade of "C" or better is required for passing. (Offered in the fall only)</p>		

SURG 1536 Surgical Technology Practicum I 6 Cr., (6 Lab., 12 SWE)
(Prerequisite: Acceptance into the program; BIOL 2464 Human Anatomy and Physiology II with a grade of "C" or better or BIOL 2226 Anatomy and Physiology for Health Professions; BIOL 2232 Anatomy and Physiology Lab for Health Professions; Co-requisite: BIOL 2474 Microbiology; SURG 15288 Surgical Technology Procedures I) Students are introduced to the physical environment of the operating room with selected clinical experiences in acute and ambulatory surgical settings. Students have many experiences in the care and use of instruments and surgical supplies as well as multiple opportunities to scrub in on surgical procedures. A grade of "C" or better is required for passing. (Offered in the fall only)

SURG 1536 Surgical Technology Practicum I 6 Cr., (6 Lab., 12 SWE)
(Prerequisite: Acceptance into the program; BIOL 2464 Human Anatomy and Physiology II with a grade of "C" or better or BIOL 2226 Anatomy and Physiology for Health Professions; BIOL 2232 Anatomy and Physiology Lab for Health Professions; Co-requisite: BIOL 2474 Microbiology; SURG 15288 Surgical Technology Procedures I) Students are introduced to the physical environment of the operating room with selected clinical experiences in acute and ambulatory surgical settings. Students have many experiences in the care and use of instruments and surgical supplies as well as multiple opportunities to scrub in on surgical procedures. A grade of "C" or better is required for passing. (Offered in the fall only)

SURG 1548	Surgical Technology Procedures II	8 Cr., (8 Lec.)
<p>(Prerequisites: SURG 1528 Surgical Technology Procedures I and SURG 1536 Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission; Co-requisite: SURG 1557 Surgical Technology Practicum II). Students learn the advanced principles, procedures, and techniques of specific, general, and specialty surgeries. Core concepts from the basic and related sciences are incorporated. The course content is correlated with clinical experience. A grade of "C" or better is required for passing.</p>		

SURG 1557 Surgical Technology Practicum II 7 Cr., (6 Lab., 15 SWE)
 (Prerequisites: SURG 1528 Surgical Technology Procedures I and SURG 1536 Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission; Co-requisite: SURG 1548 Surgical Technology Procedures II). Students concentrate on clinical experiences in ambulatory and acute surgical settings. Experiences are provided for the students to circulate and scrub in on all phases of surgical procedures. A grade of "C" or better is required for passing.

SURG 1614 Surgical Technology Practicum III 4 Cr (12 SWE)
 (Prerequisites: SURG 1548 Surgical Technology Procedures II and SURG 1557 Surgical Technology Practicum II with a grade of "C" or better). This capstone course is designed with an intense clinical focus. Students are required to perform in the first scrub role in all areas of the operating room. Upon completion of the course, students are expected to demonstrate competence in entry-level job skills performed by the surgical technologist. Weekly seminars are incorporated to prepare students for certification exam success as well as to enhance the employability of the student. A grade of "C" or better is required for passing.

TECHNICAL RELATED STUDIES

TECH 2011 Portfolio Development & Experience Evaluation 1 Cr., (1 Lec.)
 (Prerequisite: Approval of Vice President for Academic Affairs) This course provides an opportunity for a student to receive an evaluation of unique work experience or non-traditional educational experiences. Students will identify the courses for which they feel qualified to receive credit and develop written portfolios to demonstrate that they have met the course objectives. Students can earn up to 15 credit hours through non-traditional educational sources. Credit will be applied to the student's transcript once they have earned fifteen semester credit hours through traditional classes.

TECH 2013 Internship Work Experience I 3 Cr., (12 SWE)
 (Prerequisites: All internship courses require approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details. Additionally, students must have completed 12 semester credit hours of their program, excluding developmental education, prior to enrolling in an internship course.) Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The program coordinator will work with the students to find appropriate internship work sites.

TECH 2023 Internship Work Experience II 3 Cr., (12 SWE)
 (Prerequisites: TECH 2013 Internship Work Experience I and approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details) Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The Program Coordinator will work with the students to find appropriate internship work sites.

TECH 2016 Internship Work Experience I 6 Cr., (2 Lec. 16 SWE)
 (Prerequisites: All internship courses require approval of the Program Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The program coordinator will work with the students to find appropriate internship work sites.

TECH 2024 Internship Work Experience II 4 Cr., (2 Lec. 8 SWE)
 (Prerequisites: All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

TECH 2034 Internship Work Experience III 4 Cr., (2 Lec. 8 SWE)
 (Prerequisites: All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

TECH 2211-2219 Customized Training 1 - 9 Cr., (1 - 9 Lec.)
 (Prerequisite: None) This course provides college-level instruction and information in a customized format for companies desiring an increased education level in their employees. Based on the length of training required, the semester credit hours of instruction can vary from 1 to 9 semester credit hours.

TECH 2313 **Process/Project Management** **3 Cr., (3 Lec.)**
(Prerequisite: MECH 1113 Manufacturing Processes) This course takes the student from a detailed understanding of process modeling through the development and implementation of management processes. This course is designed to teach students to initiate, define, plan, control, execute, and terminate projects.

TECH 2326 **Manufacturing Practicum** **6 Cr., (2 Lec. 8 Lab.)**
(Prerequisite: ELEC 1153 Principles of Technology, ELEC 1423 Programmable Logic Controllers and MECH 1713 Pneumatics & Hydraulics) This course will give the student practical experience in the production of a manufactured product in the laboratory. Students will create a product, set-up the equipment for production, manufacture a product, perform quality control, and market the product, thereby providing a comprehensive experience in manufacturing processes.

WELDING TECHNOLOGY

WELD 1116 **Basic Welding** **6 Cr., (4 Lec. 4 Lab.)**
(Prerequisite: MATH-1233 Technical Math with a "C" or better) Basic Welding covers the principles of oxy-acetylene welding, cutting and brazing, basic principles, procedures, safety, and experience in making basic types of welds utilizing the Electric ARC equipment for the welding process. (offered in fall and spring)

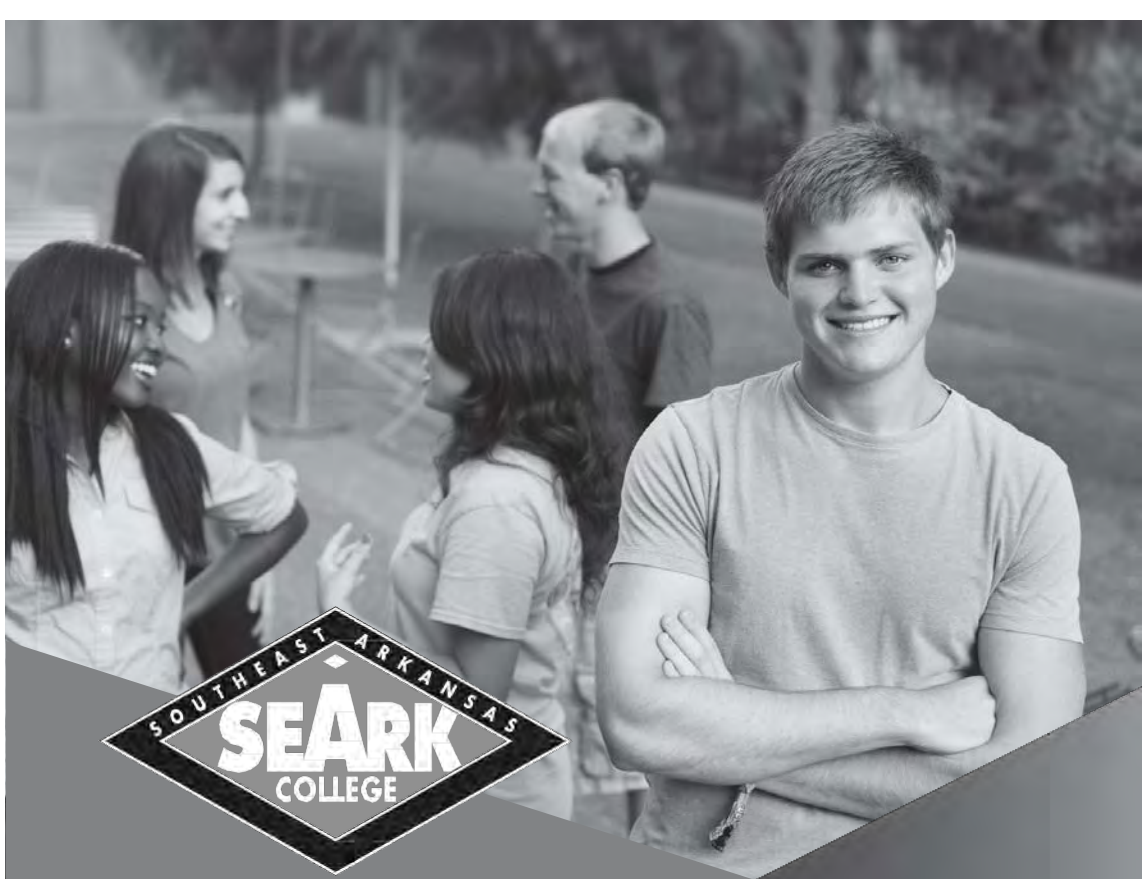
WELD 1216 **Arc Welding** **6 Cr., (4 Lec. 4 Lab.)**
(Prerequisite: WELD 1116 Basic Welding) This course in electric arc welding is designed to give students knowledge of equipment, safety precautions, and shop practice. Students will make all AWS and NCCER recognized welding positions and study welding nomenclature, design of joints, and electrode classifications. (Offered in fall and spring)

WELD 1316 **Tungsten Inert Gas (TIG) Welding** **6 Cr., (4 Lec. 4 Lab.)**
(Prerequisites: WELD 1116 Basic Welding) This course is comprised of in-depth study and practice of the gas tungsten arc welding process. The student's experience begins with the development of manipulative skills through the media of TIG welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel. (Offered in fall only)

WELD 1416 **Metal Inert Gas (MIG) Welding** **6 Cr., (4 Lec. 4 Lab.)**
(Prerequisites: WELD 1116 Basic Welding) This course is comprised of in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system. Student will learn the principles of welding with both GMAW and FCAW processes. (Offered in the spring only)

WELD 1516 **Pipe Welding** **6 Cr., (4 Lec. 4 Lab.)**
(Prerequisite: WELD 1116 Basic Welding and WELD 1216 Arc Welding) This course is designed to develop skills used in the welding of both transmission pipeline and piping systems (Offered in summer)

WELD 1713 **Maintenance Welding** **3 Cr., (2 Lec. 2 Lab.)**
(Prerequisite: None) A course providing the basic skills in oxy-acetylene welding, cutting and brazing, basic arc welding, and safety. Perform maintenance welding and repairs of production and equipment. (offered in fall and spring)



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Southeast Arkansas College

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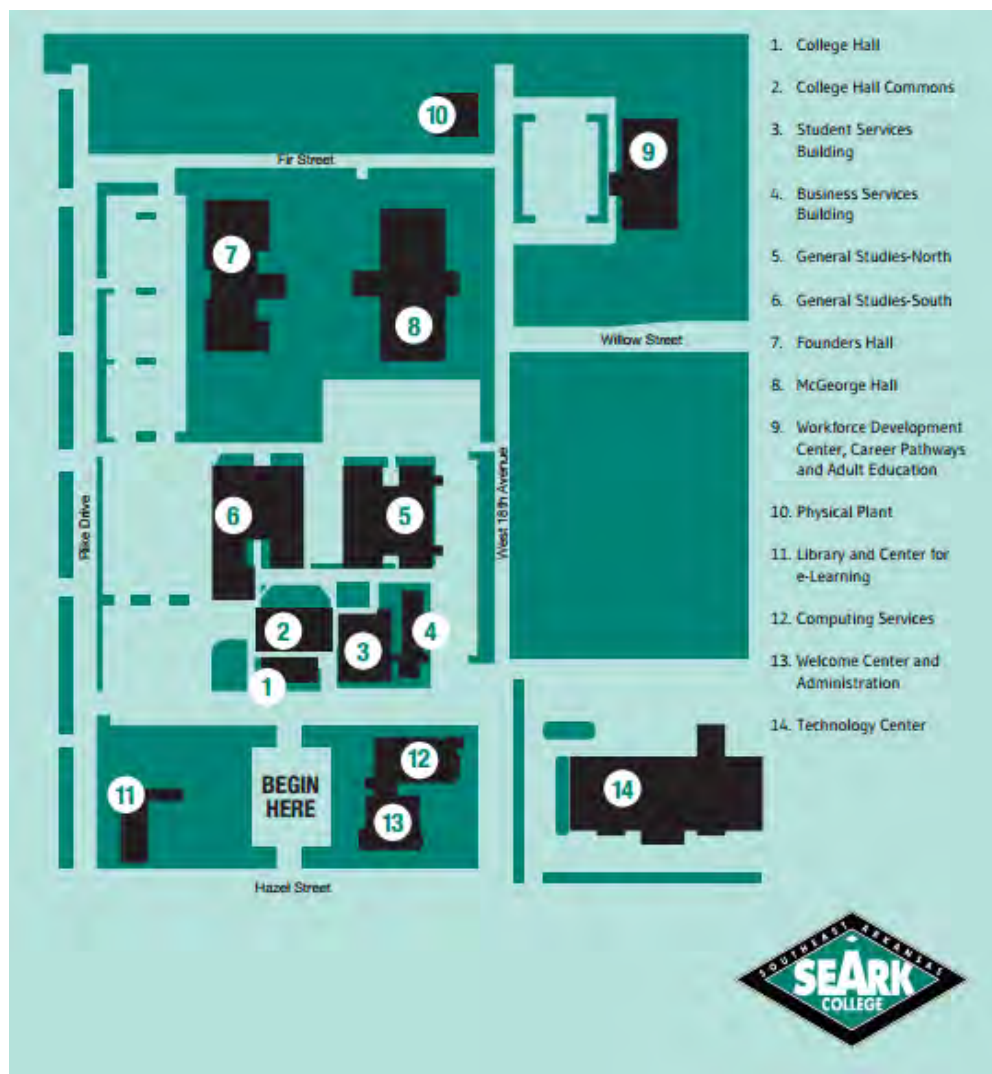
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Southeast Arkansas College

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